

# Tulsa YouthWorks Summer Camp Director

## Requirements:

*Loves the Lord and know Him as your Savior*

*Loves kids and desires to empower the lives of elementary school children from low income homes and share the gospel of Jesus Christ with them*

*High energy and motivated*

*Able to navigate high stress situations with grace and think on your feet*

*Understand the dynamics of working with kids in lifelong trauma/dysfunctional families*

*Able to empower volunteers in leadership, including North Tulsa teenagers to lead the children*

*Develop daily organized schedules*

*Bonus: Experience in any kind of summer camp ministry setting*

## Job Description:

Responsibilities would include, but not be limited to:

- Plan the overall and weekly themes and curriculum for a 10-week summer day camp for about 180 North Tulsa kids from low income homes (Sunday afternoons for orientation and Mondays through Thursdays for camp).
- Oversee flier/website design and distribution.
- Oversee the production and ordering of t-shirts for leadership, teens, and the children to match the summer camp theme.
- Prepare registration form and ensure it is on the website by registration opening day.
- Work with assistant director on incoming registrations to organize a spreadsheet.
- Work with assistant director to plan daily programming for each of the 10 weeks
- Work with assistant director to schedule rotation leaders including worship leaders, dream professionals, character lesson teachers, STEM instructors, arts & crafts leaders, pizza factory instructors, recreation leaders, gardening/ranch instructors, and possibly others.
- Work with assistant director to schedule a field trip for each afternoon of the camp.

- Work with Intrinsic and cooking team to provide daily breakfast, snacks, and lunch.
- Sign up for the summer backpack program with the Food Bank of Eastern Oklahoma for kids to take weekly grocery backpacks home.
- Create attendance sheets & procedures.
- Develop daily van and bus route assignments to pick up kids in the morning and take them home after the afternoon field trip.
- Hire bus and van drivers and coordinate driving schedules with them.
- Work with executive director to ensure the vans/buses are clean and caught up on needed maintenance.
- Communicate with parents throughout the summer to give them pertinent info, schedule changes, etc. or deal with issues that arise.
- Coordinate with assisting groups on details of programming (churches partner with us by sending youth groups to assist the camp for the week). Prepare group ahead of time on programming details (some groups like to bring their own programming). Meet with group Sunday afternoons/evening to go over orientation for the week.
- Ensure supplies (craft supplies, STEM supplies, paper products, etc.) are purchased before camp starts or assign someone to purchase supplies as needed.

**Pay:** Starting at a minimum of \$7,000 to plan and run the 10-week Summer Dream Camp (depending on qualifications and experience)

**When:** There are 5 stages to planning & implementing the 10-week Summer Dream Camp:

1. Planning meetings as needed leading up to the start of camp – generally February through the end of May (these are flexible).
2. Teen & Volunteer Training Week: May 30-June 1
3. Summer Dream Camp for 8 weeks for elementary school children: Week of June 5-8, June 12-15, June 19-22, June 26-29, July 3-6, July 10-13, July 17-20, July 24-27
4. Teen & Volunteer Celebration Week: July 31-Aug 3
5. Wrap-up, Thank You Notes, Reporting/Debriefing Week: August 7-10

For more information or to apply, please contact Pastor Chris Beach at [chris.beach.tulsacan@gmail.com](mailto:chris.beach.tulsacan@gmail.com) or 918-734-0471