

Kids Camp Local Church Coordinator Job Description

Thank you for your willingness to serve as the Kids Camp coordinator for your church! With your help, we can make the camp registration process as smooth as possible for everyone involved. If you have questions or concerns about any of this, please contact ccdkiidscamp@gmail.com.

Promotion/Recruiting

- Promote camp within the church – posters and video provided at ccdnaz.org/kidscamp
- Recruit counselors from your church:
 - o One counselor for every five campers you are sending
 - o Counselors should be 19 years or older and out of high school UNLESS they are a responsible high school student who has been approved by your pastor
 - o They should be quality role models who love kids and have a healthy walk with Christ
- Work with church leadership to determine scholarship amounts given by local church (if any)

Registration

- Direct campers and counselors to register online (ccdnaz.org/kidscamp) by June 24th, 2024
- Collect registration fees from each camper
 - o If your church is contributing scholarships, let each camper's family know how much they owe
 - o Please have families make checks payable to the church, then have the church send one check made out to CCD with "Kids Camp" in the memo line to cover everyone
- Make sure each counselor has had a recent background check run
- Have your pastor complete the Counselor Verification Form at ccdnaz.org/kidscamp to confirm each counselor has had a background check and vouch for each counselor's integrity
- Mail registration fees to:
 - Chicago Central District
 - PO Box 567
 - Bourbonnais, IL 60914
- Registration fees should be postmarked by July 1st, 2024

Arrival at Camp

- Make sure each camper brings a labeled medication bag (including Meds Form on ccdnaz.org)
- Make sure each parent turns in a Camper Pick-Up Authorization Form at check in
- Optional – invite people from your congregation to write letters to the campers, then bring those to camp for distribution throughout the week