

JOB DESCRIPTION

Give&Go Sports at Second Baptist Church—Richmond, VA

Title: Camp Counselor/Coach

Principal Function: To care for children in an environment that is physically safe, emotionally secure, and spiritually nurturing in the setting of a sports camp held at Second Baptist church.

Schedule: 8:30am – 2:15 pm for each day of camp (Typically M-F in the summer; W-F January 2024)

Classification: Part-time (Non-Exempt)

Immediate Supervisor: Directors of the Wellness Center (Virginia Moore & Jamie Mitchell)

Administrative Supervisor: Director of Administration

Expectations: A compassionate desire to nurture young and elementary-aged children in their early development of the game of basketball and other games and sports. Experience working with children and some basic knowledge of the game of basketball is preferred. Coaches must be reliable, punctual, and flexible in order to meet the needs of the children, other coaches on staff, and the directors of the program. Must be able to communicate effectively and respectfully with children, parents, volunteers, and other employees to reflect the values of the church's and Give&Go Camp mission.

Responsibilities:

First morning of camp procedures:

- Arrive at church no later than 8:30 a.m. dressed in Camp T-shirt and proper active attire (tennis shoes and comfortable athletic clothing) – Check in with Immediate Supervisor(s)
- Get your Coaching assignment and station instructions for the day, Coach's Clip-board
- Collect your equipment needed for your station
- Locate your whistle and pennies bag
- Be out in the gym greeting campers as they enter the gym by 8:45 a.m.
- Greet children and any parents in a friendly manner
- Help campers put down any bags or water bottles in designated location
- Guide children to join in play on the court with other campers
- Keep children engaged and offer support to Give&Go Camp Directors throughout the camp day
- Keep close watch over children at your basket and station and always count them
- Assist children with transitions throughout the various station rotations
- Offer comfort and support to children during transitions, snack time, lunch time, game time, etc.
- Communicate with the Directors/Supervisors regarding the needs/behaviors/concerns of your team
- Direct all questions to Immediate Supervisor

Clean up and shut down procedures:

- Put all balls and equipment away
- Clean up your station once the station rotation is complete
- Assist in bleacher clean-up and lunch table clean-up
- Encourage all campers to pick up any trash and place in trashcans
- Check out (verbally) with Immediate Supervisor before leaving for the day

Qualifications:

I: Under the age of 14 – considered a “Coach-in-Training”

- Hours of service are volunteer status
- Camp T-shirt provided
- Lunch provided daily

II: 14-15 Years Old – “Hired Coach”

- Must have served at least one week as a “Coach-in-Training” described in Tier I
- Must complete and submit Second Baptist Church hiring packet, including:
 - o Signed “Permission For Employment” form
 - o W-9 tax document

III: 16+ Years Old – “Head Coach”

- Must complete and submit Second Baptist Church hiring packet, including:
 - o Employment Application form
 - o W-9 tax document
- Those not previously experienced as described in Tier II will be interviewed by Camp Directors to determine qualifications once the application has been received.
- Satisfactory completion of a background check

Employee Name & Signature:

_____ **Date:** _____

Parent/Guardian Name & Signature:

_____ **Date:** _____

Supervisor Name & Signature:

_____ **Date:** _____

Give & Go NEW YEARS CAMP Schedule – 9:00-2:00

8:30 - 8:45 – Coaches Meeting & Prep - IN REC Office & Gym

8:45 - 9:10 Drop-Off & Check-In - Foyer **Meet & Greet - Shoot Around** - Gym

9:10 - 9:20 - Welcome/Intros/Rules

9:20 - 9:30 – Getting into Teams & Team Meeting

9:30 - 9:45 – Group Warm-Up

9:45 – 10:45 - Stations - 9:00 Minutes Each – 6 stations

10:45 – 11:05 – (20 minutes) Team Competitions - at Team Baskets

11:10 – 11:30 - (20 Minutes) 3v3 1/2 court games within teams

11:30 - 11:45 – Coach Competition

11:50 - 12:00 - Coaches Game - Campers in bleachers watching & cheering on their coaches

12:00 – 12:30 – *Lunch - Upstairs in teams with Coaches - Dismissed by teams (Rotate order)*

12:30 – 1:00 – CHOICES Rotation # 1 – Full-Court Games, Gaga Ball, Movie

1:00 – 1:25 – CHOICES Rotation #2 – Full-Court Games, Gaga Ball, Movie

1:30 - 1:50 - Relay Races, Knock O’Rama, GumDrop Basket

1:50 - 2:00 - Camper of the Day Award, Clean-up, Camp Dance

2:00 - 2:15 - Camper Dismissal & Clean-up/Set-up for next day