

KURRI KURRI BAPTIST CHURCH

Camp Coordinator Role Description

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Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Camp Coordinator

Role Description

To coordinate all aspects of the annual KKBC camp, ensuring a safe, engaging, and spiritually enriching experience for all campers, aligning with KKBC's values and objectives

Responsibilities

- **NOTE: The Camp Coordinator can request assistance from campers, and delegate tasks as required to be able to facilitate the booking and running of the camp**
- To liaise with the Church Leadership and Church to select a potential site and dates for the camp
- In a timely manner, make the camp booking, coordinating the completion of all required documentation
- Once the booking is confirmed, have the Church Secretary add it to the Church calendar, and with sufficient notice communicate to the Church all relevant information regarding the camp, such as; Location/facility, date/time, food/catering, cost, items to be packed
- To coordinate payments, liaising with the Church Treasurer and camp site as required
- To coordinate any speakers/presenters, notifying the Safe Church Team with sufficient time for completion of Governance Document #50 or #51
- To organise catering/meals, taking into consideration any food allergies/intolerances
- To organise a camp program which will facilitate a spiritually enriching experience, and aligns with KKBC's values and objectives, and communicate to campers any themes for the camp
- If required, to organise group/activity leaders, taking into account any Safe Church requirements for leading groups with anyone under the age of 18
- To liaise with the Safe Church Team regarding any requirements to be met, such as; Completion of Ministry Information Form (Governance Document #10) for children who are not regular Church attendees,
- To liaise with the Work Health and Safety Team regarding;
 - Camp risk assessment
 - First aid requirements (e.g. bringing the KKBC Mobile First Aid Kit)
 - Camp safety briefing onsite at the camp
- To bring to camp the "Camp Resource Folder" containing information such as;
 - Record of Attendance at Ministry Events (Governance Document #48) to be completed at camp
 - Completed Risk Assessment for the camp
 - Blank Incident and Hazard Report Forms (Governance Document #47)
 - If applicable, Ministry Information Forms (Governance Document #10)
 - Camp program
- To encourage campers to advise the Roster Coordinator of their attendance at camp, for the rostering of roles at KKBC whilst campers are away
- To advise campers of any important information relevant to the camp/campsite

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers (Category 2 a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults)

Supported by

- Church Leadership, and Church
- Campers

Term

- Nominated by a regular Church attendee (Member or Non-Member), and affirmed at the Annual Church Meeting
- One year term, with eligibility for re-appointment for subsequent terms

Reporting to

- Church Leadership, and Church

Reporting method and frequency

- As required, to the Church Leadership, and Church