

August 19-23, 2019

2019 Team Leader Agreement Position Description & Responsibilities

Description

A Team Leader will be identified for each Camp Noah. The Camp Noah Team Leader will work with a Camp Noah—LSSMN Program Manager and will be responsible to recruit 15-25 team members, ensure that each team member is trained and equipped to serve in their assigned role at Camp Noah, make travel arrangements for the team, fundraise, collaborate with the Site Coordinator to direct the camp week, and lead the team to facilitate the curriculum. The responsibilities listed below may be split, but one person should be identified as the lead for communications with the National Office. Camp Noah will take place at New Creation Lutheran, Philadelphia.

Criteria

- Must be 18 years or older
- Flexible
- Must be willing to carry out the responsibilities detailed in this document
- Must apply to Camp Noah—LSSMN and be able to sign the Camp Noah Team Leader Agreement
- Must be bilingual, Spanish and English

Stipend

Camp Noah—LSSMN recognizes the tremendous amount of commitment, leadership, and time that is necessary to be a successful Team Leader. The Team Leader will be paid a stipend based on recruitment numbers and Team Leader responsibilities. (Stipend is \$1500)

Support

A Camp Noah—LSSMN Program Manager will support, coach, and encourage Team Leaders as they navigate the responsibilities of team leadership. Team Leaders will receive resources to assist them in recruiting and training their team, fundraising, working with a Site Coordinator, and facilitating the curriculum.

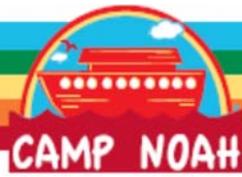
Responsibilities

Recruit Team Members

The Team Leader will recruit a team of at least 15 members to serve as Certified Camp Staff. Team members must be at least 16 years old (must receive exception from a Camp Noah—LSSMN Program Manager if recruiting more than 5 team members under 18 years old).

Team members must register to volunteer with Camp Noah, submit to a background check, and earn certification through the Camp Noah online training program.

Team Leaders will ultimately be held responsible for those they've selected to be on their team and are required to check references and encouraged to interview and select their team carefully.



Responsibilities, continued

Coordinate Team Training & Assign Roles

The Team Leader will work with Camp Noah Program Manager to ensure all team members complete the online training. They are asked to host a minimum of two in-person training/meetings with the team before camp begins. The Team Leader also will assign roles to team members for the week of camp, based on the gifts and talents of each team member and the needs of the team.

Travel/Logistics

The Team Leader will coordinate all travel arrangements for team members. Teams are responsible for travel to and from the camp site. They are expected to arrive for the Team Meeting at 2PM on Sunday and stay on Friday after camp until clean-up has finished. Team members will be provided with breakfast and lunch while at camp. Dinners and meals during travel are the responsibility of the team. Fundraising may be done to cover these expenses, or paid out of pocket.

The Team Leader will have conversations with the Site Coordinator about arrival times, housing needs, and other in-community arrangements.

Collaborate with Site Coordinator

During camp the Team Leader and Site Coordinator will co-lead the camp based on the job descriptions given, the established working relationship, and the needs of the community/children.

Facilitate the Curriculum

The Team Leader is responsible to ensure that the Camp Noah curriculum is appropriately used in its entirety. The Team Leader is also responsible to make sure the team members are following through on their individual roles, campers are safe and secure, and all participants are accepted and validated.

Debriefing, Reporting, and Evaluation

During camp the Team Leader will be asked to lead a daily debriefing session and complete a Team Leader Report on each day/session. After camp is complete, the Team Leader will be asked to encourage team members to fill out an evaluation of their experience at camp, which will be emailed from the National Office after camp.

**Submit application by May 15, 2019 to
jmenzo@libertylutheran.org**