

Kids Summer Praise
Camp/Production Leadership Descriptions

Registration Assistant (during camp)

- Answer questions or find out answers for parents
- Direct pick-up each day
- Host registration tables the first morning
- Prepare t-shirts and other tasks as needed by director during camp week
- Communicate all information to all team members

Outreach Coordinator (during camp)

- Contact and follow-up with those families who desire more info about FBC
- Contact and follow-up with those families who are not members of FBC
- Communicate any necessary information to camp director concerning non-member families
- Communicate all information to all team members

Inreach Coordinator (during camp)

- Communicate any necessary information to camp director concerning member families
- Communicate all information to all team members

Hospitality Coordinator (during camp - some prep)

- Coordinate snacks for campers and leaders
- Purchase camper snacks (or coordinate with Amy)
- Enlist volunteers to provide leader snacks
- Coordinate appreciation lunch on Friday for leaders (Amy will already have part of this done)
- Ensure that all necessary paper work for paper goods (Amy usually has this done)
- Ensure that all eating areas are set up and cleaned up each day
- Communicate all information to all team members

Dance/Choreography Coordinator (before and during camp)

- Create and teach choreographic elements for presentation
- Coordinate choreography auditions at scheduled audition times
- Plan and coordinate special choreography rehearsals
- Communicate all information to all team members

Solo Coordinators (before and/or during camp)

- Assist with scheduled solo auditions
- Plan and coordinate special solo rehearsals
- Be available for any necessary consulting per music leaders

Technical Director/Producer (before and during camp)

- Secure sound & lighting personnel to be on hand during the week of camp for tech rehearsal, drama rehearsal & dress rehearsal as scheduled
- Secure media personnel to make video and audio recordings of presentation
- Be at each rehearsal to take notes and receive special information concerning the presentation and direction assistance needed.
- Communicate all information to all team members
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Visual Coordinator (Plasma, PPT, Program) (before and during camp)

- Create plasma PPT to be used in presentation
- Arrange to have someone run the PPT presentation if needed
- Create and copy a presentation program
- Create and run a slide loop for pre and post service if needed
- Communicate all information to all team members

Drama Coordinator (before & during camp)

- Block all dramatic elements of the presentation
- Coordinate with Costume, Set & Prop Directors
- Coordinate drama auditions at scheduled time
- Plan and coordinate drama rehearsals
- Communicate all information to all team members

Costume Coordinator (before & during camp)

- Arrange for or make costumes for presentation cast
- Be present at all dress rehearsals and presentations to assist with costume needs
- Coordinate with Drama, Set & Prop Directors
- Store and label costumes in the basement at the conclusion of the presentation
- Communicate all information to all team members

Set Design Coordinator (before & during camp)

- Design set and stage for presentation
- Work with group to design decorations for hallways prior to camp (some stuff can have double use!)
- Have set completely in place for Thursday dress rehearsal
- Coordinate with Drama, Prop & Costume Directors
- Store all set pieces after presentation
- Make sure all areas are cleaned up at the conclusion of the week
- Communicate all information to all team members

Prop Coordinator (before & during camp)

- Prepare necessary props for presentation
- Coordinate with Drama, Set & Costume Directors
- Have props in place for every rehearsal (drama, technical, dress) as well as presentation
- Store props after presentation
- Communicate all information to all team members

Music Coordinators (during camp with prep before)

- Teach all songs for the musical presentation
- Work with Solo Coordinators as necessary
- Coordinate with Lead Teachers for planning

Bible Study Leaders (during camp with prep before)

- Teach all non-musical curriculum that accompanies the musical presentation
- Coordinate with Music Directors for planning

Grade Level Chaperones (during camp)

- These non-musical (or musical) leaders are assigned to a specific graded group for the entire week
- Follow the schedule given for their group and lead kids to various classes and locations
- Get to know the kids in the group and be the real connectors to the kids
- Communicate with the Inreach and Outreach leaders concerning specific child and family information

Grade Level Groupies (during camp)

- These are youth volunteers that help the Grade Level Chaperones during camp

DRUM Coordinator (before & during camp)

- Work with kids in the drum parade at the beginning and ending of the musical
- Plan and coordinate special DRUM rehearsals
- Coordinate with Drama, Prop & Costume Directors
- Communicate all information to all team members