

Tribal Leader Coordinator

Job Description



Goal

- Lead and serve Tribal Leaders throughout camp. Make sure Tribal Leaders are meeting expectations at all times.
- Must commit to working a full term.

Chain of Communication

- Report to Programmer
- Collaborate with Tribal Leaders to ensure that all campers are getting poured into throughout course of week

Pre-Camp Responsibilities

- Contact all Tribal Leaders to introduce yourself, ensure that they will be at staff training, and that they are completing necessary paperwork **at least 1 month** out of camp
- Check with Director of Camper/Staff Relations on TL housing list and make any suggestions
- Provide TL with cabin color two weeks prior to camp

Pre-game Responsibilities (Saturday and Sunday)

- Introduce Cabin Assignments and direct TL's to their cabins
- Go over Tribal Leader Tip Sheet and Roles in Daily Schedule Sheet, Cabin Rules, etc.
- Approve Cabin names - get second set of eyes on this from Programmer or CD
- Be aware of and communicate any special needs regarding allergies and meds (collaborate with Nurse & Hospitality Director)
- Explain Cabin Devotional Time, Cabin cleanliness, and points, No staff devo in morning
- Explain the "Cabin Award" and "I Am Third" Award
- Check cabins for cleanliness, toilets are clear, and there is enough beds for the estimated campers, TL's staying in that cabin
- Sort, separate, and distribute toiletries and camp merchandise to go into cabins
- At Lights Out, collect updated cabin lists from cabins and assist with any TL or camper need (i.e. Meds, pillows, blankets, missing luggage).
- Communicate chain of command for disciplining campers – TL, TLC, CD. TLC plays the "bad cop/enforcer" role, so the TL does not have to compromise their relationship

Still Water Sports Camp

P.O. Box 1885 Boerne, TX 78006 Tel: (888) 361-2631 Fax: (830) 331-9958

www.stillwatersportscamp.com

"Still Water Christian Ministries shares the life-changing truth of Jesus Christ through evangelistic and discipleship focused initiatives."

Camp Responsibilities

- Create an environment of excitement leading up to camper arrival. Oversee Tribal Leader during camper arrival and put out any fires.
- First contact for camper and tribal leader issues
- Responsible for cabin point check during sport time and make power point of cabin and tribal points (aka cabin fairy)
- Check with programmer that cabins were on time for NUEYO and TOTEM for cabin points
- Constant communication with Tribal Leader of any camper and or TL in need of prayer and counseling
- Check cabins at lights out for cabin points
- Oversee Awards ceremony preparation: Camper Awards - create, organize and prepare programmer to distribute. Coaches Awards - collaborate with coaches "
- Distribute and collect camper testimonies. Turn into Camp Director.
- **WAR ROOM Facilitator**

Post Camp Responsibilities

- Postcards to TL's
- Collect postcards and camp evaluations from TL's and turn into Director of Staffing
- Help clean-up camp & depart

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