



## CHAPEL COORDINATOR JOB DESCRIPTION

### OVERALL OBJECTIVE:

The purpose of the Activity Coordinator at Rivers Edge is to be the point person for chapel speakers and worship teams. You will be responsible for making sure materials are ready for chapel as well as preparing and running the sound board and visual presentations.

**REPORTS DIRECTLY TO:** Program Director.

### MINIMUM REQUIREMENTS:

- Preference will be given to those 18 years of age or older
- Current standard first aid and CPR level C
- Able to produce a current vulnerable sector check
- Previous experience with sound equipment and computer presentation software
- Previous camp or related experience is an asset

### DUTIES AND RESPONSIBILITIES:

- Provide camp speakers and worship teams with materials needed.
- Perform sound checks.
- Create and run PowerPoints and video presentations.
- Manage the costume room and keep it clean.
- Record team points during camps and staff training
- DJ pad games, field games, wide games and events with music approved by the Program Director.
- Other tasks as assigned

### PERSONAL CHARACTER TRAITS

- **Passionate about pursuing Jesus** – You have a deep relationship with Christ that is modeled through character and competence. You have strong spiritual disciplines. Your faith is part of your everyday life. You strive to live it out practically, authentically and humbly.
- **Passionate about helping other pursue Jesus** – You have an understanding of people and how to align them in pursuing wholeness with Jesus. You believe in the future of Rivers Edge Camp & Retreat Centre. You take your responsibilities seriously.

### GUIDING PRINCIPLES:

- **Called** - Have a deep purpose about your life that flows from a strong awareness that God has directed you to serve Him by using your passion and giftedness.
- **Character** - Have demonstrated a high moral integrity that exhibits itself in your personal life, your spiritual life, and your relational life. In other words, you are truthful, faithful, sincere, hard working—a person worthy of respect.
- **Committed** - Displaying a spiritual authenticity through a mature and consistent commitment to Christ and His kingdom purposes.
- **Compatible** - Be a good ministry fit, a relational fit, and a skill fit with the River's Edge Service Team.

- **Coachable** - Be aware of your own limitations and inadequacies and eager to learn and to improve. In other words, you will never stop learning as a person.
- **Competent** - Demonstrates a high degree of effectiveness in your previous roles and continue that high level of proficiency at River's Edge.
- **Congruent** - A strong supporter of the Camp's position in relationship to the denomination, and willing to work in cooperation with the statement of faith and the policies and procedures of the Evangelical Missionary Church of Canada and its doctrinal views which are in harmony with this ministry and the Leadership Team Leader.