

Parkside Church Ambassadors Football Camp

Camp Committee Roles

Ambassadors Football (AF) partners with local churches to provide a week of soccer camp with an emphasis on Christian relationships, sportsmanship, soccer training, and Bible teaching. While AF “runs” the camp, the expectation is that the partner church will facilitate many of the camp needs through a Camp Committee, comprised of coordinators and camp volunteers.

Given the various responsibilities, Parkside Church has two primary coordinator roles: camp coordinator & housing/transportation coordinator. Basic details are provided below for each role. **Both individuals should be Parkside Church members. This list is not all-inclusive but seeks to provide a helpful guide for anyone prayerfully considering these roles.**

Camp Coordinator: Works with AF to run soccer camp week (administrative, organizational, volunteers). This person will also work closely with Parkside Church’s Children’s Ministry, Facilities, and Café staff.

- **Prior to Camp**, preparations will include but are not limited to:
 - recruit camp volunteers (we do have a list from previous years to start with)
 - meet with Parkside staff to discuss camp week (in March/early April or late June/after VBC)
- **During Camp Week**
 - facilitate communication with soccer camp director from AF, Parkside Church, Housing/Transportation coordinator, and camper families (camp schedule, special requests, etc.)
 - schedule daily on-site camp volunteers from 8:00-3:30 to assist AF with camp needs
 - confirm/facilitate daily meals for coaches & Saturday Family Day (meals will be planned in advance with Parkside Café)
 - camper TLC; communication with parents when needed
 - camp needs include, but are not limited to: camper check-in, camper first aid, water & snacks for campers, water day setup/cleanup, camper photos, camper bags, clean-up of classroom spaces used for lunch & small groups, rainy day implementation, etc.
 - schedule volunteers for Saturday Family Day: coordinate & set-up drinks and ice cream; camp cleanup after Closing Assembly (~8:30-1:30pm)
- **Approximate** time commitment: *these hours may not all occur during the M-F workday but may require some evenings/weekends*
 - May-start of camp: 1-5 hours, depending on recruitment of volunteers
 - Camp Week: ~40 hours, but this can be split amongst various camp volunteers

Housing & Transportation Coordinator: Parkside Church liaison who works closely with Ambassadors Football, the Camp Coordinator, and Parkside Church host families.

- **Prior to camp**, preparations will include but are not limited to:
 - communicate with AF re: number of coaches and genders who need housing
 - recruit Parkside host families for coaches (min of 2 coaches/home); helps if host families live somewhat close to Parkside and/or one another (Parkside does have a list from previous years to start with & we can put announcements in the bulletin, if needed)
 - recruit transportation for coaches (host families do not always provide transportation for coaches, as coaches have to be at camp earlier than campers)
 - facilitate communication with AF, Parkside Church, and with host families

- if possible, be available as “emergency backup” for housing/transportation needs prior & during camp week (if not already on hosting/transporting list)
- **During Camp Week:**
 - communicate with AF regarding the schedule for coaches (arrival/departure times to and from camp; extra events scheduled in evenings)
 - communicate with host families often. This person is the main point of contact for host families and will help them navigate the busy week for their coaches.
 - coordinate with AF on coach transfer to new camp/hosts on the Sunday after camp; assist with transportation if needed
- **Approximate** time commitments: *these hours may not all occur during the M-F workday but may require some evenings/weekends*
 - May-start of camp: 1-3 hours/week (less in May, more in June)
 - Camp Week: 3-5 hours; could be more, depending on shared responsibilities at camp with Camp Coordinator

Camp Needs (to recruit camp volunteers):

- daily setup: check-in tables, Lost & Found boxes, camper baskets (for lunches/cleats), First Aid Station, water coolers (Parkside facilities usually helps with this)
- daily cleanup (everything goes back inside the airlock of B1): registration tables, water coolers (back to kitchen), L & F boxes, camper baskets, First Aid
- camper check-in volunteers: Tues (need 5 people); Wed-Fri (need 1-2) Saturday (need none)
- camper TLC: sit with hurt/upset children (provide comfort, first aid, call parents), restroom runs, tying cleats, finding lost water bottles, etc.
- assist AF with tshirts/photos, water day, and other special needs that come up
- check lunchroom and LL Commons classrooms after lunch for lost lunch bags, trash, etc.
- camper bags, photos, and certificates: prep on Thursday
- Saturday Family Day: put out signs directing families to field; work with Café/Facilities to ice drinks and prep ice cream
- Saturday Clean-up: Everything from camp has to be put away in preparation for Sunday (carts, tables, chairs, signs, lost and found items, etc.). Timeframe: 1-2 hours

Camp Volunteers Needed: daily need 1-2 people to remain at camp (8:30-3:30pm)

- Tuesday, 8:15-9:15am—need 5-6 people to assist with check-in
- Wednesday, 8:45-10:45am—need 3 people to assist with check-in and stay to help with photos
- Thursday OR Friday (water day, depending on weather, 12:00-2:00pm)—3 people to setup and cleanup water day supplies (can be the 2 people already at camp, plus one extra volunteer)
- Saturday, 10:30-11:30am—need 4 people to assist with drinks/ice cream prep; 1:00-2:00pm—need 4 people to assist with camp clean-up