

## Registration Coordinator

### Introduction

Sports Camp is designed to share the love of God with children while allowing them to have fun and play sports! During the week a team from UW Sports Ministry will be equipping our church with a unique approach to sharing the gospel. This summer we are asking you to be a part of the spiritual growth of the kids in our church and in our community. Your positive example of walking with Christ will be reinforced by the biblical lessons learned from scripture. The ability to create a fun environment for the kids will also foster a place of spiritual growth for them at sports camp.

### Qualifications

1. Be a member of our church body
2. Be a committed Christian
3. Enjoy working with kids
4. Have some type of administration background
5. Be dependable
6. Be able to lead and direct a group of volunteers
7. Be able to commit to the week of camp and pre camp time

**Ministry mission:** To create and work a process that will ensure safety for children and assist in the ability to follow up and disciple children who make decisions.

**Responsible to:** Camp Director, UW Sports Ministry Head Coach

**Relates closely with:** Parents, UW Sports Ministry Interns, Camp Director

### Time Commitment

2-3 hours per week for two months leading up to camp  
1 hour of preparation before camp  
4 hours of time per day at sports camp

### Length of Commitment

1-3 months

### Training

The Church Staff Representative and Camp Director will give guidance on the registration process for sports camp. There will be a UW Sports Ministry Intern set aside for administration duties that can help prepare. There will be on-the-job training.

### Responsibilities

As the registration coordinator you are responsible for the administration for the week of camp. From the accepting applications and organizing the kids through helping the Camp Director with follow up of kids that attended camp. Each day of camp there will be a time of check-in and checkout.

1. Accepting applications from the Camp Director or directly from parents and organizing the campers based on sport or other criteria determined by the Camp Director. Using this information to create a camp roster.
2. Overseeing a group of volunteers who will be helping with check-in/check-out procedures each day before and after camp.
3. Creating a name recognition system so each kid can easily be identified by his or her coaches.
4. Forming an efficient check-in/check-out system.
5. Set up registration table with volunteers for check-in/check-out.
6. Work with the camp director and keep them informed of the number of kids committed to camp.
7. Keep track of who has paid, who has ordered a shirt, and other pertinent information.
8. Assist the UW Sports Ministry Admin Intern with passing out shirts and keeping communication open with them if needs for a shirt arises.
9. Meet with registration volunteers on the Sunday before camp to explain the registration process.
10. Being open to campers asking questions about your faith and being ready to share the Gospel.