
SUMMER CAMP MUSIC COORDINATOR

POSITION DESCRIPTION

WAYZATA COMMUNITY CHURCH

(*position includes pre-camp responsibilities and compensation, as negotiated)

POSITION SUMMARY

The MUSIC COORDINATOR oversees and directs all aspects of programmatic music experiences at WCC Summer Camp and serves as an integral member of the Music/Worship Team. The Music Coordinator develops the set list for all music played during Camp, creates music charts, write musical parts, and creates slides for all music used at Camp. The Music Coordinator leads members of the Music Team in the development, execution and performance of all the music related details of the entire summer, in the mission and spirit of Summer Camp Ministry. This position is in conjunction with another summer position such as Counselor or Work Crew Director.

Key Responsibilities

- Pre-Camp Preparation*
 - Oversee all music details appropriate for each age group.
 - Prepare charts, visual slides, and playlists.
 - Select musical choices based on history and relevance to current music.
 - Review old and create new iPod playlists for use during all programming that meets the guidelines of Wayzata Community Church Summer Camp.
 - Guide Music/Worship Team in development of new music ideas, as well as expansion of current and new activities.
- In-Camp Responsibilities
 - Recruit and form Music/Worship Team from within Camp Staff, inviting and incorporating guest musicians, including but not limited to, Work Crew and/or High School Campers when appropriate.
 - Lead all Music/Worship Team members in building a positive attitude within the staff and one that promotes safety, service, love, and compassion for all who come to Camp ensuring these values are promoted in all choices with great sensitivity and integrity.
 - Provide leadership and execute all music details during each camp session, maintaining the schedule.
 - Oversee and provide leadership in the development of a Music/Worship Team plan that conveys necessary music details to staff each day.
 - Attend daily Team meetings as needed.
 - Provide leadership to daily Music/Worship Team meetings, working diligently to build trust and accountability within a fast-paced camp schedule.

Essential Job Functions

- Comfortable managing a high level of detail, individually as well as with a team.
- Able to deliver excellence and equality from the first session to the last, despite the repetitive nature of 8-9 camp sessions.

- Emotional resiliency (handles stressful situations appropriately) and cognitive abilities (mental skills necessary) to carry out job responsibilities in a high paced, social environment
- Ability to establish and maintain appropriate professional relationships
- Interpersonal skills (skills used to reduce stress, reduce conflict, improve communication, enhance intimacy, increase understanding, and promote joy) to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries
- Physical endurance to be on one's feet walking, bending, twisting, reaching above head, and carrying items, etc. In other words, being physically active, for 8 continuous hours and have the ability to run or walk fast 1/4 of a mile without stopping
- Ability to read, understand and follow printed instructions in English
- Ability to work in a variety of outside weather conditions – heat, cold, humidity, wind, precipitation, lake water recreation, wooded areas and environmental factors associated with the out of doors
- Ability to work as part of a team
- Willing to live in a camp setting and work irregular hours delivering camp programming in the facility available.
- Attentiveness to details, equipment, and facilities to ensure utilization, proper care, and maintenance guidelines are followed
- Ability to assist work crew and campers in an emergency (fire, evacuation, illness, injury, severe weather)
- Ability to observe work crew behavior, assess its appropriateness and apply appropriate behavior-management techniques
- Possess visual and auditory ability to identify and respond to environmental and other hazards related to the camp program
- Ability to stand, stoop, kneel, crouch, walk, reach, use hands/fingers (dexterity) and lift up to 40 pounds

Organizational Relationships

- Reports to and evaluated by Camp Director.
- Directs Music/Worship Team.

Experience and Education

Required:

- A faith anchored life and willingness to embrace and support the relational ministry model of Wayzata Community Church Summer Camp Ministry.
- 1-2 years experience on WCC Summer Camp Program Team, or comparable setting.
- Proven experience in team-building, leadership development and offering constructive criticism, and encouragement to a team as they develop from various levels of experience and skill.
- Proven experience using “up-front” skills, like musical instrument playing, Live singing, and worship leadership. Comfortable doing a high percentage of work behind the scenes.
- At least 3 years post-high school graduation study or work experience.
- Must be able to transpose music, and create chord charts.

Preferred:

- Experience participating in and/or coordinating high level events
- Prior Worship Leader experience.
- Music, Theater, or creative arts experience