



## **Job Description**

**Title:** Summer Program Coordinator

**Type:** Temporary, Seasonal

**Supervisor:** **Summer Camp Director and Program Director**

The Summer Program Coordinator is responsible for assisting the Summer Camp Director with day-to-day operations of summer camp programs including program coordination and scheduling, providing mentorship to Summer Staff and Counselors, Staff Training and development, the creation of working teams (Triads), and the leadership of camp activities such as community gathering, celebration, and special events.

## **Essential Functions (including but not limited to the following):**

### Program (50%)

- Ensure program quality and consistency by reviewing adventure group schedules and providing coaching to staff and counselors as needed.
- Coordinate with Summer Camp Director to ensure program activities and meetings have guidance and leadership.
- Assist with specialized programming (Ropes, Pool, Archery, Etc.)
- Work with community to plan weekly themes, skits, and special events.
- Bring creative twists and fresh ideas to programming.
- Assist in leading the on-site summer program, including meetings, community gatherings, scheduling staff, planning activities, being "on-call" with radio, communicating with Support Coordinator to ensure daily tasks are accomplished.
- Assist staff/counselor triads that need additional guidance with camper behavior, scheduling, program development or group dynamics.

### Training and Community Development (25%)

- Contribute as a member of the summer leadership triad with the Summer Camp Coordinator and Summer Camp Director
- Mentor and provide guidance to Summer Staff and counselors in collaboration with Summer Camp Director.
- Actively participate in all camp trainings as participant or facilitator in order to learn responsibilities and expectations for staff role and community living.
- Provide and receive feedback from directors, peers, and staff.
- Attend/lead regular staff meetings, communicate with directors and peers about the wellness and development of staff, counselors, and campers.
- Provide leadership in cases of urgency or emergency in alignment with camp emergency procedures.

### Administration (15%)

- Assist in keeping pertinent records in CampBrain, health logs, and incident reports.
- Assist with camper check in and out.
- Assist in communication and updates for meal schedule and overnight plans.
- Assist in responsibility for all camp program equipment and supplies, ordering, care of, use of and training in the use of all equipment and supplies and specialized equipment.

### Other (10%)

- Fill in for other staff as needed to ensure smooth camp-wide operations.
- Assist with foodservice including dishwashing as needed.

- Assist maintenance staff in minor repairs around camp as directed.
- Assist with cleaning of buildings and maintaining of trails and grounds.

**Special qualifications:**

The Summer Program Coordinator must be at least 21 years old, have a clean driving record in order to be on camp insurance and be able to pass an on-site driver test and online safety test. All staff must obtain First Aid and CPR or Lifeguarding certification prior to the arrival of campers and have completed or be able to successfully complete Counselor Training after hiring. ACCT Level 1 or 2 certification, Wilderness First Aid or First Responder, Archery Certifications preferred.

**Requirement and Benefits:**

Housing, utilities, food and accident insurance is provided.

All employees will work 6 days per week during the summer training and program.

Days off shall be coordinated with the Summer Camp Director and Program Director

Additional personnel policies are to be followed as stated in the Camp Stevens Personnel Policies.

The Support Coordinator needs to be physically fit and able to hike several miles over rough terrain, carry loads of up to 50 pounds and have at least average eyesight and hearing.

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Summer Program Coordinator

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Date

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Program Director

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Date