



## **Job Description**

**Title:** Summer Support Coordinator

**Type:** Temporary, Seasonal

**Supervisor:** Program Director

**General Overview:** The Summer Support Coordinator supervises, schedules, and coordinates the activities of summer staff and counselors assigned to support roles each week. Coordinates with department directors (including Farm/Garden, Foodservice, Maintenance, and Program) to ensure department and camp objectives are met daily, weekly, and over the course of the summer. The Summer Support Coordinator manages logistics and ensures execution of behind the scenes projects to ensure a safe and high quality camper experience.

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

### **Personnel and Coordination (40%)**

- Train or coordinate skilled training of support staff in the safe, effective, and proper use of tools and completion of regular tasks (e.g. mowing, cleaning, dishes etc. )
- Supervise and direct staff and counselors assigned to support for the week.
- Maintain and prioritize list of support needs and direct staff in their completion.
- Work with, mentor and supervise staff and counselors, act as a leader among the staff and a key member of summer leadership team.
- Coordinate with department directors to balance needs and ensure all areas get effective support from summer staff.
- Allocate staff labor, decide whether each project is done by self, staff, groups, or outside help is needed .
- Determine what materials are need for a project, prepare and ensure that materials are ready for each project in a timely manner.

### **Facilities and Maintenance (30%)**

- Coordinate with the Maintenance Specialist, responsibility for all tools used in projects, including maintaining of tools, return of tools to their proper storage place, acquiring new or replacement tools and training staff in safety issues related to specific tools, power tools, chainsaws etc.
- Organize systems and participate in clean buildings, walkways and grounds prior to camper arrival and after departure.
- Help with landscaping tasks, including but not limited to raking, sweeping, cutting and moving wood, mowing lawns, trimming along trails and campfire area maintenance.

### **Program (10%)**

- Assist in Training of counselors and orientation of visiting staff.
- Planning, creative input and organization of program support
- Serve as a lifeguard when needed, if qualified.
- Other program assistance as requested.

**Food Service (10%)**

- Dishwashing as necessary.
- Cooking or assist in cooking when necessary.
- Coordinate picking up food orders with the Food Service Director.

**Administration (5%)**

- Conduct support staff meetings and attend administrative check ins.
- Preparation of schedules and organization of materials.

**Other (5%)**

- Fill in for or assist other employees as necessary.

**Special Requirements:**

The Summer Support 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.

\_\_\_\_\_  
Summer Support Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date