



Position Title: Part-Time Camp Coordinator

Job Code: 8112

Reports To: Camp Director or Program Director

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Camp Coordinator is responsible for planning, directing, and supervising all camp programs and staff.

Duties & Responsibilities:

- Oversees and supervises Assistant Camp Coordinator and/or Camp Counselors (depending on size of camp)
- Learns the material provided in advance and ensures that all staff is efficient in all areas
- Oversees camp opening and closing
- Sets and supervises office procedures, opening and closing day procedures for staff and campers
- Supervises the ordering of food, supplies, equipment and arrange proper distribution and intake
- Supervises and evaluates all operations and camp staff
- Maintains inventory of all supplies and equipment purchased
- Monitors safety and all procedures as they pertain to the complete supervision of campers and staff
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelors degree and three (3) years experience working with children ages 5-12 years old
- Ability to supervise staff and campers
- Ability to develop, plan, organize and carry out daily and special programs
- Ability to prepare and provide records and reports of attendance, budget maintenance and staffing schedule
- Ability to provide staff training
- Possess good conflict resolution skills and the ability to identify and diffuse problems before they arrive
- Possess special skills such as, interest in arts, crafts, computers, sports, science, environment, reading or math
- CPR and First Aid Certification are a plus
- Must be comfortable working outdoors for extended periods of time under varied environmental conditions
- Must attend mandatory training, if required

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name