



Day Camp Coordinator

Job Description

Employee Name:

Direct Supervisor:
Director Of Operations

Dates	Salary
June 5, 2023 – August 12, 2023	<ul style="list-style-type: none"> \$750/wk
Position Summary	
<p>The Camp Coordinator is responsible for managing the facilities and the staff. Working with the <i>Administration</i> and the other Camp Coordinators, they create updated staff schedules weekly. They run staff meetings and facilitate the camp schedule. Coordinators are responsible for the camp's parent interactions and communication, both face-to-face and over the phone. The Coordinator is emotionally intelligent and offers to help staff in times of need, including situations involving campers. They coordinate staff to lead large-group activities and swim time. When possible, they observe and provide feedback on staff instruction and group management. They are responsible for providing decision-making leadership during extreme weather, injuries, emergencies, or when disciplinary action is needed, and are responsible for reporting these incidents to the <i>Administration</i>.</p>	
Required Qualifications	Desired Qualifications
<ul style="list-style-type: none"> Bachelor's Degree or an equivalent amount of training and/or work experience Current CPR/First Aid/AED certification Experience and passion for working with children Experience managing a team Naturalist and survival skills 21 years or older 	<ul style="list-style-type: none"> Wilderness First Aid or beyond Experience in 8-Shields or Coyote Mentoring models

Field Responsibilities

- Safety of Campers and Staff are the first priority. Physical safety, and emotional safety
- Arrives prepared to take care of themselves and others in all weather conditions, constant vigilant monitoring of weather and plans accordingly to ensure participant safety
- Leads daily staff meetings and debriefs, facilitates arrival and pickup and other big-group activities
- Knows where groups are at all times
- Creates and maintains safety protocols for staff during camp
- Helps bring overall staff awareness to kid well being throughout the week
- Coaches and provides mentorship to staff on activities, instruction improvement, camper engagement, handling difficult situations or campers.
- Creates a friendly and warm interface for parents, fielding questions and addressing the concerns of staff, students and parents
- Demonstrates flexibility and clear communication when changes happen
- Arrives prepared for and leads sections of camp as determined by the teaching team
- Plans 100%, thinking through gear, tasks, stories, rain plan, explanations. Has the flexibility to deviate from the plan for what best serves the kids
- Provides a warm, welcoming presence the minute staff, parents and kids arrive, connecting on an individual level throughout the week
- Supports staff by engaging with students through swim time, games, checking in with quiet students and watching out for campers' physical, social and emotional well-being as well as offering to lead activities for staff as needed, and as fits your skill set
- Supports staff by providing decision-making leadership during extreme weather, injuries or when disciplinary action is needed

Administrative Responsibilities

- Works with the Office Administrator to ensure camper registration details are in order
- Checks email and Coordinator Phone daily during the week
- Communicates with Admin staff as needed
- Keeps paperwork updated and organized throughout the camp week and season
- Puts together camper groups, sign in sheets etc. (all listed in the daily duties document)
- On site 7:45 am-5:00 pm daily M-F

Staff Management Responsibilities

- Facilitates daily staff meetings (8am) and debriefs (4:15-5pm)
- Mentors staff in the ways of LES, Coyote Mentoring, other outdoor education skills, teamwork, etc
- Makes time to observe and provide feedback for each teaching team at least once a week
- Schedules and meets with staff of specialty camps beforehand to make sure they have a good vision and plan. There is a specialty binder as a resource for them
- Build relationship with Staff
- Works with Admin to find substitute Instructors if/when needed.
- Works with Admin to create teaching teams based on preferences and skill

Camp Culture Responsibilities

- Brings a friendly and positive attitude to camp
- Sets tone of acceptable and unacceptable standards for Camp. Work effort, emotional and physical safety among campers, staff to staff, etc.
- Fulfills commitments with integrity
- Cares for self with an eye to balance personal and work responsibilities
- Facilitates camp-wide cleanup at the end of each day/week
- Looks out for fellow staff and offers support when they can, or enlist help of someone who can help staff or camper in need.
- Brings skills and passion to camp, sharing their bright light with others

Key Competencies

- Naturalist and Survivalist: Experiential knowledge of a majority of the following areas in Southern Appalachia: Southern Appalachian hazards, wildlife tracking, edible and medicinal plants, ecology, plants and animals, survival living skills, wildcrafting
- Skilled Mentor: adept at meeting others, campers or otherwise, where they are at and inspiring them to push their edges by initiating games, checking in with quiet students, and watching out for campers' physical, social and emotional well-being
- Professional: Dependable, punctual, clean and tidy appearance, respectful demeanor
- Team-Player: Gives and receives constructive feedback in a forthright yet loving way, for the purpose of growth and collaboration
- Takes Initiative: Sees the needs and fills them, "pays it forward," volunteers for duties and gives ideas without being asked
- Healthy Communicator: Expresses needs, ideas, and suggestions to co-workers and supervisors promptly and clearly; committed to moving through conflict
- Growth Oriented: Strong personal and professional desire for growth
- Coyote Culture: Values gratitude, curiosity, core routines, questioning, community, sinking into our senses, trickster attitude when appropriate