

Camp Shaw-Waw-Nas-See Job Description

Job Title: **Program Area Coordinator**
Classification: Exempt (Seasonal)
Reports to: Program Director

Position Purpose:

To further the mission of the camp through the development and delivery of program activities at the camp. Develop and deliver activities that build skills and are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the physical operation of program area facilities and equipment. Program area coordinators generally serve as cabin counselors in addition to their program coordinator role (please see the counselor job description for details.)

Essential Job Functions:

1. Deliver a skill-building, safe, and fun program to campers.
 - ◇ Write program plans that meet camp outcomes and the abilities of the campers.
 - ◇ Evaluate abilities of campers and staff.
 - ◇ Deliver progressive program activities.
 - ◇ Evaluate the success of the program and the development of the campers' abilities and skills.
 - ◇ Expand the camp's activities in the program area.
 - ◇ Use processing and debriefing tools.
2. Ensure that camp staff and campers know and follow safety and educational procedures in the program area.
 - ◇ Assist in the implementation of staff training for program activities where needed.
 - ◇ Follow/further develop guidelines for a program area.
 - ◇ Train other staff in their responsibilities as your support staff, especially regarding safety, including how to properly handle animals and equipment in relevant program areas.
 - ◇ Complete skill verification documentation when asked.
 - ◇ Ensure campers and staff follow safety procedures for activities.
3. Assist in the management and care of the physical facilities and equipment in the program area.
 - ◇ Conduct daily checks of area and equipment for safety, cleanliness, and good repair. Document these checks when using equipment for specialized activities.
 - ◇ For relevant programs, ensure animals are properly cared for at all times, including training a minimum of one other staff person how to care for them in your absence or emergencies, and reporting any concerns in animals' health or behavior to the Program Director.
 - ◇ Maintain the equipment.
 - ◇ Clean program area daily keeping it free of hazards and debris.
 - ◇ Pay attention to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly using the provided maintenance request form.

Other Job Duties:

- ◇ Contribute to verbal and written evaluations and communication as requested.
- ◇ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◇ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnight, and other all-camp activities and camp functions.
- ◇ Help clean-up camp to prepare for the next group and perform daily maintenance/clean-up tasks as assigned, which may include kitchen duties.
- ◇ Photography coordinator only: See document with additional responsibilities.

Equipment Used:

Staff may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some will be trained to drive camp vehicles (although not transporting campers).

Qualifications: (Minimum Qualifications and Experience)

- ◇ Age 18 years or older by the start of the camp season.
- ◇ Must submit a health history record prior to the first day of work.
- ◇ Ability to interact with all age levels.
- ◇ Current certification or documented experience and training may be required, depending upon the program area.
- ◇ Current Food Handler Certification (highly desirable but not required)
- ◇ Current certification in First Aid & CPR (highly desirable but not required)
- ◇ Current lifeguard certification (desirable but not required, except for waterfront coordinator)

Knowledge, Skills, and Abilities:

- ◇ Training and experience in teaching program activities.
- ◇ Desire and ability to work with children in an outdoor setting.
- ◇ Understand the development needs of youth.
- ◇ Ability to relate to youth and adults in a positive manner.
- ◇ Ability to effectively communicate with other staff to ensure activities run as smoothly as possible.

Physical Aspects of the Position:

- ◇ Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
- ◇ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Current Program Area coordinator Roles (subject to change):

Waterfront coordinator

Nature coordinator

Outdoor Living & Cooking coordinator

Arts & Crafts coordinator

Barn & Garden coordinator

Archery coordinator

Challenge Course/Team Building coordinator

Theatre coordinator

Recreation coordinator

Music coordinator

Photography coordinator

Some physical requirements of a program area coordinator position will require endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate equipment and facilitate camp activities; requires normal range of hearing and eyesight and the ability to lift up to 25 lbs in order to fulfill job duties; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as insects, snakes, bats, etc.