

TITLE: CAMP COORDINATOR (2)/ TEEN COORDINATOR (1)
REPORTS TO: CAMP DIRECTOR

GENERAL DUTIES: Responsible for the operation of camp and the entire staff.

SPECIFIC DUTIES: The Camp Coordinator will be required to but not limited to:

1. Offer a staff meeting once a week. Responsible for carrying out a meeting that incorporates strategies, problems, success stories, the staff manual, parent situation experience and organization.
2. Be able and willing to perform all planning, meet all schedules, and make sure staff follows schedules provided.
3. Motivate, anticipate, communicate, and demonstrate.
4. Be organized and prepared.
5. Always keep Administration informed of daily operations, situations and needs.
6. See Camp Director or Recreation Coordinator if problems arise.
7. Perform other duties as requested.
8. Be responsible and mature in your comments. Maintain confidentiality with your staff, parents and campers.
9. Provide the parents with an information letter on the first day of each session. Keep parents informed of changes.
10. Must be CPR/First Aid certified.
11. No week vacation, request for time off of more than 2 schedule days in a week requires approval prior to hire.
12. Required to wear uniform.