



Job Description: Summer Camp Coordinator

Essential Duties and Responsibilities: These duties and responsibilities are performed on a frequent and recurring basis by an incumbent and including but not limited to:

Administration:

- **Recruit, train, hire, supervise, and evaluate staff** and perform associated administrative and human resources functions including the timely and accurate bimonthly submission of timesheets, maintaining personnel files, and developing and implementing professional development plans and activities for staff.
- Monitor and track **budget** expenditures to ensure proper allocation of funds, working closely with upper management; maintain program within budget, assist in preparing purchase requisitions.
- Assist families in **enrolling** their **youth** into programming.
- **Support** youth recruitment and retention **initiatives**; inform new and existing families of enrollment opportunities.
- **Update youth records** and input pertinent information into the program database.
- Assist with the coordination of events, such as fund-raising activities, prevention tournaments, and back to school events.
- **Order supplies and/or equipment**, prepare purchase requisitions (as needed); responsible for safeguarding items.
- **Analyze** information and maintain complete, organized, and accurate documentation. Prepare and submit timely reports and other documentation.
- Ensure **compliance** with licensing regulations and local, state and federal laws. Enforce quality standards and deadlines. Adhere to agency policies, procedures, and regulations including those concerning accidents, incidents, and participant disciplinary actions, and report to supervisor as needed.

Program Implementation & Evaluation:

- Serve as **point person** for families; respond to inquiries in-person as well as over the phone.
- Perform **group supervision** of campers with attention to: behavior and group management, health and safety, security and skill development.
- Ensure adequate & proper **coverage** of all youth and direct the **grouping of youth** for educational purposes and/or activities so as to enhance program performance and provide for individualized needs.
- **Manage** and develop team members; administer mid- and end-of-summer staff evaluations.
- **Plan, organize, coordinate, and participate in camp activities.**
- **Monitor** the program, supervise and administer all activities and assemblies.
- Ensure the **safety and security** of campers and team members.
- Run daily **morning briefings** with team and participate in leadership meetings.
- Coordinate and communicate **daily schedules.**
- **Interface** with camp parents/guardians through written and verbal communication.
- Administer mid- and end-of-summer **satisfaction surveys** (from parents/guardians).
- **Conduct tours** of the camp facilities and program areas to prospective camp families as needed.
- Attend camp events and facilitate trainings as necessary.

- Develop and maintain **partnerships and cooperative programming** with community groups, schools, and other agencies and departments.
- Provide general **supportive services** to reduce or alleviate barriers to active participation and maintain continuity in services for youth and their families alike.
- **Recruit** youth to participate in program activities.
- **Operate agency van** to transport participants to and from activities (as needed).

Additional Responsibilities:

- Maintain **confidentiality** of all staff and participant records.
- **Perform other tasks** and assume such other responsibilities as assigned or delegated.

Reports & Outcome Management:

- Monitor and analyze all performance outcomes to ensure alignment with contract requirements. Prepare and analyze reports to document the attainment of outcomes and ensure compliance with performance standards.

Position Requirements:

- High school diploma (Bachelor's Degree preferred)
- Valid driver's license
- Successful criminal background check

On-going:

- Ensure the following data is updated and/or submitted:
 - Camp Master Schedule (adjustments)
 - Incident/Accident Reports
 - Satisfaction Surveys & Analysis (mid-camp and end-of-camp)
 - Attendance/Hours Sign-in Sheets
 - Staff Training
 - Time & Effort Logs (as requested)
 - Participatory Trainings/Meetings
 - Attend supervisory meetings (weekly, unless otherwise noted)
 - Attend agency, community meetings, events, training's, and workshops (as scheduled or as the need arises)

Job Type: Contract

Salary: \$18.00/hour