

## Position Description

**Position Title:** Day Camp Coordinator

**Reports To:** Camp Director

**Status:** Seasonal

**Salary:** \$325-\$450

### **Position Summary**

The Day Camp Coordinator is responsible for developing, facilitating, and overseeing all Day Camp operations, as well as driving the shuttle to pick up and drop off locations.

### **Major Responsibilities**

- Assist in the supervision of summer day camp staff.
- Ensure all aspects of day camp operate smoothly.
- Ensure that transportation arrangements are made for all day camp campers
- Attend all weekly staff meetings.
- Supervise daily check-in and check-out of all day campers.
- Supervise and direct all staff and volunteers assigned to work with the Day Camp program to lead group activities and other day camp staff duties.
- Track and assign day camp staff to weekly roles and co- staff assignments.
- Coordinate and facilitate Sunday Day Camp staff meeting.
- Manage budget, maintain and stock all Day Camp program equipment.

### **Administrative Duties**

- Assist with Sunday resident camp check-in.
- Maintain weekly day camp records.
- Oversee Staff, camper and parent relations.
- Practice and enforce all camp safety regulations and emergency procedures.
- Abide by all camp policies.
- Responsible for health and well-being of self and campers.
- Other duties as assigned by the Director.

### **Additional Accountabilities**

- Actively supports and promotes the camp's commitment to diversity and inclusion.
- Actively supports all efforts to increase cooperation, communication, and collaboration between and among staff members, volunteers, and girls.
- Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Seeks to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges.

- Ensures that materials prepared and produced for the camp’s internal and external audiences reflect the highest standards of excellence.
- Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Maintains strict confidentiality when handling sensitive information.
- Attends all administrative meetings as needed.
- Continually seeks and accepts opportunities for personal and professional growth.
- Belief in the purpose and value of Girl Scouting.
- Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences.
- Ability to communicate with staff, campers, and parents with diplomacy and tact.
- Responds to all emergency and crisis situations quickly and calmly.

**Requirements**

- Minimum age of 21
- Current driver's license and at least three years of driving experience; ability and willingness to drive a 15-passenger van
- Hold current certification in standard First Aid and CPR as per ACA guidelines

**Physical Requirements**

*Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the Council.*

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing, and stretching;
- Moderate lifting (up to 50 pounds);
- Walking on uneven terrain, up and down hills for distances up to ½ mile;
- Endurance to meet emergency needs;
- Ability to tolerate daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
- Current driver's license and at least three years of driving experience; ability and willingness to drive a 15-passenger van

**Disclaimer Statement**

The above are intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties, and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

**I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.**

**Employee’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_