

THE SOUTH MOUNTAIN YMCA CAMPS CAMP CONRAD WEISER



PROGRAM COORDINATOR - JOB DESCRIPTION

Reports to: Overnight Director, Day Camp Director, and Assistant Directors

General Description

Program Coordinators are responsible for the design and implementation of specialty activities on camp. The Program Coordinators will oversee a staff of counselors. In addition to programming responsibilities, the Program Coordinators are expected to act as a leader and an important member of the summer Camp Leadership Team. The successful candidate truly enjoys working with children of various ages across program areas.

Qualifications

- Must be 21 years of age or older
- Minimum First Aid & CPR certification required.
- Experience working with kids ages 7-15 in an outdoor setting
- Experience in creation and implementation of programming
- Experience managing peers
- Able to work well with a team of others and possess good communication skills
- Able to be flexible to sudden changes in schedule, staff and campers
- Ability to work very long hours under high stress is a must.
- Present a strong, positive model for campers and fellow staff members
- Ability to develop positive relationships with campers and staff
- Possess excellent communication skills and group facilitation skills
- Be a strong leader and work well with a team of others
- Strong organizational skills required
- A clean US driver's license is desirable

Responsibilities

- Ensure safety of all participants at all times.
- Supervise designated program area and staff.
- Create a safe and fun environment for campers participating in summer camp programs.
- Design and implement programming for campers participating in summer camp programs including but not limited to Specialties and All Camp Activities.
- Assist in the creation of village schedules through organizing and running of the weekly Leadership meeting.
- Assist in the management of parking and luggage on Check In and Check Out days each session.
- Be an active member of a small community, including, but not limited to, giving your opinion in an appropriate manner, taking on delegated responsibilities and helping to maintain the physical, emotional, and mental health of each team member.

THE SOUTH MOUNTAIN YMCA CAMPS

CAMP CONRAD WEISER



PROGRAM COORDINATOR - JOB DESCRIPTION CONTINUED

- Responsible for the inventorying and maintaining of equipment, including, but not limited to, cleaning equipment in a timely fashion, returning equipment within a reasonable time after use, etc.
- Assist in the overall running of camp by suggesting ideas, providing leadership when required and completing all duties as assigned.
- Maintain a friendly, cooperative, and professional relationship with your co-workers, Director, and any other staff.
- Be a good role model for fellow staff and campers at all times. This includes modeling acceptable behavior, language, South Mountain's core values and outdoor standards.
- Offer help and assist with any other duties as assigned for the success of Camp Conrad Weiser.
- Embrace the South Mountain YMCA core values of Respect, Responsibility, Caring and Honesty
- Child abuse risk management.
- Program monitoring for Quality and Safety.

*IHEREBY ACKNOWLEDGE MY ROLE AS PROGRAM COORDINATOR
AND AGREE TO PERFORM MY DUTIES TO THE HIGHEST STANDARD.*

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SIGNATURE

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DATE