

TEEN CAMP COORDINATOR

GENERAL RESPONSIBILITIES:

To Teen Camp Coordinator is responsible for managing the day to day operations of the Camp Trek program which includes supervising children and staff in this program. Coordinator is responsible for planning and leading scheduled activities and supervising participants during off-site field trips.

RESPONSIBLE TO:

Camp Director / Assistant Camp Director

SPECIFIC RESPONSIBILITIES:

- Be a role model; teaching campers to be kind to one another.
- Plan and execute daily activities.
- Give gentle guidance to a child if their actions put health or safety at risk.
- Support the counselors by working along side them as much as possible.
- Be responsible for the campers and do your best to solve problems
- Supervise staff and participants on field trips
- Inform director of any problem and ask for assistance if needed
- Responding to and handling any emergencies that may arise
- Serving as the point of contact for parents in an emergency that occurs during a field trip.
- Help ensure morale of the campers & staff
- Assist in evaluating the entire camp operation with suggestions for the following season
- Some duties may be reassigned and other duties may be assigned as needed for the smooth operation of camp. These may include but are not limited to: helping with special events, running flag, call names at lunch and end of day, daily rounds etc

ESSENTIAL FUNCTIONS:

- Ability to communicate and train staff and campers in safety regulations and emergency procedures
- Ability to communicate and provide necessary instruction to staff and/or campers
- Cognitive and communication abilities to plan and conduct the staff to achieve camper development objectives
- Ability to work with different age and skill levels
- Get to remote locations on camp property quickly

MINIMUM QUALIFICATIONS:

- At least one season of camp administration experience (i.e. senior counselor)
- Ability to supervise staff and campers
- Ability to plan, originate, organize, and carry out daily and special programs
- Good character, integrity, adaptability, and enthusiasm
- Current CPR and first aid certifications or willing to obtain
- At least 21 years of age

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others

Hearing: Necessary for taking instructions and receiving information.

Sight: Necessary for doing job effectively and correctly.

During an 8 hour day, employee is required to:

Consecutive Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8

Stand 1 2 3 4 5 6 7 8

Walk 1 2 3 4 5 6 7 8

Environment: Inside 25% Outside 75%

Equipment Used: Hand tools, office supplies, activity supplies.

Hand Manipulation

Grasping: Rarely required

Handling: Frequently required

Torquing: Rarely required

Fingering: Rarely required

Controls and Equipment: Computer, telephone.

Licensure / Certification Requirements:

None

Other Training, Skills and Experience Requirements

CPR, First Aid

Specific Vocational Preparation Requirements:

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days
- 3. 30 – 90 days
- 4. 91 – 180 days
- 5. 181 days to 1 year
- 6. 1 to 2 years
- 7. 2 to 4 years
- 8. 4 to 10 years
- 9. Over 10 years

Physical Activity Requirements

Primary Physical Requirements

Lift up to 10 lbs. : Frequently required

Lift 11 to 25 lbs. : Frequently required

Lift 26 to 50 lbs. : Rarely required

Lift over 50 lbs. : Not required

Carry up to 10 lbs. : Frequently required

Carry 11 to 25 lbs. : Rarely required

Carry 26 to 50 lbs. : Rarely required

Carry over 50 lbs. : Not required

Reach above shoulder height: Frequently required

Reach at shoulder height: Frequently required

Reach below shoulder height: Frequently required

Push / Pull: Rarely required.

Other Physical Considerations

Twisting: Frequently required
Bending: Frequently required
Crawling: Rarely required
Squatting: Frequently required
Kneeling: Frequently required
Crouching: Frequently required
Climbing: Frequently required
Balancing: Frequently required

Work Surface (s)

Outdoor terrain; concrete, tiled and hardwood floors inside buildings.