**Nature and Variety of Work:**

The person in this position will be responsible for providing a safe and enjoyable experience for both campers and staff. This is a position that requires taking direction from the Recreation Programmer-Childcare Services. Summer Camp Coordinator will need the ability to take charge in any situation and will need to make quick judgement in any moment. A Summer Camp Coordinator is a leader that will help instruct staff members, as well as have a group of campers to lead. They will also help plan and coordinate summer camp activities.

This position works Monday-Friday from 7:00am-5:00pm or 35-40 hours per week. Pay range for the Summer Camp Coordinator is $15.50 to $18.00 pending on experience level.

**Responsibility and Supervisory Relationship:**

A Summer Camp Coordinator is directly responsible to the Recreation Programmer-Childcare Services. Summer Camp Coordinator oversees and helps direct Counselors. This position ultimately reports to the Director of Recreation.

**Desirable experience and training:**

Summer Camp Coordinator should be at least 21 years of age and show examples of significant leadership or youth experience. They should have a thorough understanding of age-appropriate activities and behavior management techniques for children in grades K-8. The ideal candidate should be able to initiate activities and be a self-starter, as well as have effective communication skills, for dealing with children and adults. Summer Camp Coordinator should also possess the following traits: dependable, considerate, flexible, sense of humor, and a great work ethic.

**Senior Staff Member Duties:**

* Greet parents and campers with a smile every day.
* Be familiar with, and in compliance with, all information in the staff handbook.
* Work alongside other Senior Staff members and the Recreation Programmer-Childcare Services every day.
* Attend all staff meetings and training sessions, as well as complete all assigned online trainings.
* Ensure that all supervision of children is safe and age appropriate.
* Help plan and implement activities.
* Take the lead on any accidents, injuries and incidences and report to the camp director right away.
* Help fill out the appropriate paperwork.
* Assign counselors tasks and responsibilities.
* Hold counselors accountable to the counselor job description.
* Assist Recreation Programmer-Childcare Service in the staff evaluation process.
* Follow and help lead the Emergency Action Plan.
* Assist in the administering of medication.
* Adhere to duties and responsibilities assigned by the Recreation Programmer-Childcare Services.
* Bring any suspicions of abuse or neglect of a camper to the attention of the Recreation Programmer-Childcare Services.
* Manage Sign In/Sign Out table when assigned.
* Communicate with parents when Recreation Programmer-Childcare Services isn’t available.
* Participate in all games and activities when appropriate.
* Be a positive role model for campers AND staff members.
* Any other duties assigned to staff member by Recreation Programmer-Childcare Services or Recreation Director that will better the overall recreation and leisure experience for not only the campers, but the community members of Buxton.