



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Teen Coordinator/Assistant Program Director **Job Description**

The Teen Coordinator/Assistant Program Director is a role model and mentor for the teen campers. They are responsible for providing a comprehensive program for the teens and for assisting the Program Director with the responsibilities of the Program Department.

RESPONSIBILITIES:

1. Plan / schedule all activities for teen campers.
2. Provide support, structure and guidance to teen campers, keeping in mind their therapy & cabin goals for the summer.
3. Assist campers in learning the social skills and graces that will help them to develop healthy and appropriate relationships.
4. Schedule and chair teen meetings with unit leaders and teen counselors.
5. Establish and maintain an atmosphere in the teen dining room that is respectful and encourages good manners and social skills.
6. Assign and schedule teen jobs with camp departments, while considering each camper's goals and abilities. Follow-up with job supervisors throughout the summer to help facilitate positive growing experiences for campers. Write a report for each camper at the end of the summer to share details about the campers' job skills with parents, teachers and health care professionals.
7. Schedule staff supervision for teen center during times in use. Assure the teen center is kept clean and well taken care of.
8. Solicit donations to support teen job program canteen (pop, chips, etc.)
9. Assist Program Director in planning, organizing and carrying out all scheduled activities, campouts and cookouts.
10. Coordinate program department responsibilities in the Program Director's absence.
11. Any other duties assigned by the Camp Director.

REQUIREMENTS:

1. Must be 20 years or older.
2. Completed two years of college.
3. Enthusiastic, organized, dedicated & mature.
4. Experience with teenagers.
5. Experience with a variety of disabilities.
6. Prior experience on Bay Cliff summer staff.

All staff are responsible for cleaning their departments and living quarters at the beginning, during and end of camp.