



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Program Coordinator Job Description

(Children's Summer Therapy Camp Session)

The Program Coordinator position at Bay Cliff encompasses both administrative and non-administrative duties. It is a key leadership role at camp! The Program Coordinator develops and communicates the daily camp schedule, evening all-camp activities, weekend programs, and special events, and provides direction and supervision for all activities of the Program Department.

RESPONSIBLE TO: Activities Director, Executive Director

RESPONSIBILITIES:

PRE-CAMP/ORIENTATION WEEK DUTIES

1. Meet with the unit leaders and administrative staff early in camp to build rapport.
2. Organize and clean Program Office, review operations manuals, and review notes from previous years.
3. Finalize the Calendar of Events for the summer by scheduling unit shows, evening activities, special events, and contacting community resources for select programs and events (must be approved by Activities Director).
4. Take a lead role in staff training by presenting and explaining various procedures at camp as assigned and orienting all staff to the operations of the Program Office.
5. Keep level of motivation and enthusiasm high for staff through skits, songs, and team-building activities.

WEEKLY DUTIES:

1. Prepare and approve weekly schedule with Activities Director and Executive Director.
2. Organize and coordinate all-camp evening activities for the week and weekend events.
3. Present daily logistical announcements at morning breakfast meeting with department heads.
4. Lead singing and make general camp announcements at meals.

5. Coordinate the paperwork and supplies for cook-outs and camp-outs.
6. Organize and monitor a check-out system for camping equipment, distribute equipment accordingly, and maintain the upkeep of all camping equipment.
7. Orchestrate skits to be performed at meal times that teach social skills as well as entertain.
8. Organize the Catholic Mass and Protestant worship services.
9. Organize and oversee the daily Honor Cabin award and the weekend Manners Table.
10. Establish sign-ups for weekend activity classes and off-camp trips and monitor staff use of canoes and kayaks.
11. Organize and monitor the use of the auditorium and costume room. Maintain the staff lounge as a space for staff to relax, socialize, and work.
12. Organize staff leisure time activities such as bonfires, volleyball and softball.
13. Prepare birthday list and ensure that the kitchen has the birthday cakes for all camper and staff birthdays.
14. Meet at least twice weekly with unit leaders and administrative staff.
15. Greet visitors and coordinate tours of camp for guests.
16. Write thank-you letters to guest performers, artists, etc.

ONGOING DUTIES THROUGHOUT SUMMER:

1. Organize and oversee the total camp agenda.
2. Arrange for, and work closely with the Activities Director and Executive Director in planning all-camp activities such as the Opening Fire Ceremony, Fourth of July, Manners Dinner, Closing Ceremony, Final Staff Banquet, unit shows and all other evening activities.
3. Meet regularly with the Activities Director and Executive Director to work out conflicts and problems.
4. Keep copies of relevant schedules, handouts, event procedures, etc. in the program manual.

END OF CAMP DUTIES:

1. Ensure that all guest performers or those who have made donations to Program events have been sent a letter of appreciation.

2. Organize the collation and distribution of the camp Yearbook to all campers and staff.
3. Organize and inventory the camping gear.
4. Meet with the camp administration to give an oral report in review of the summer.
5. Update all manuals and write suggestions and ideas for next year's program.

QUALIFICATIONS: Previous Bay Cliff staff experience is strongly preferred. This position requires someone with group leading or teaching experience, proven organizational abilities, a certain degree of administrative talent, strong communication skills, and a flexible and creative spirit. Musical talents are also important for some of the program aspects of the role. An ability to maintain a positive outlook and to encourage a spirit of cooperation is vital. This person must be a leader and a motivator. In addition, the position requires a person who desires to live and work in a camp setting and who has a love for children.

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

Revised 1/11/2019 by JTW