



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Teen Coordinator Job Description

(Children's Summer Therapy Camp Session)

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

RESPONSIBLE TO: Activities Director, Executive Director

RESPONSIBILITIES:

1. Function as a member of the Program Department, delivering quality programming, enthusiasm, and leadership in conjunction with the other program staff.
2. Plan/schedule all activities for teen campers.
3. Provide support, structure and guidance to teen campers, keeping in mind their therapy & cabin goals for the summer.
4. Assist campers in learning the social skills and graces that will help them to develop healthy and appropriate relationships.
5. Schedule and chair teen meetings with unit leaders and teen counselors.
6. Establish and maintain an atmosphere in the teen dining room that is respectful and encourages good manners and social skills.
7. 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.
8. Schedule staff supervision for teen center during times in use. Assure the teen center is kept clean and well taken care of.
9. Solicit donations to support teen job program canteen (pop, chips, etc.).
10. Assist Program Coordinator in planning, organizing and carrying out all scheduled activities, campouts and cookouts.
11. Facilitate program department responsibilities in the Program Coordinator's absence.

12. Any other duties assigned by the Activities Director and Executive Director.

END OF SUMMER DUTIES

13. Write end-of-summer progress reports for all teen campers in the teen program.

14. Meet with the camp administration to give an oral report in review of the summer.

15. Update all manuals and write suggestions and ideas for next year's teen program.

REQUIREMENTS:

1. Prior experience on the Bay Cliff summer staff preferred.
2. Strong leadership abilities.
3. Enthusiastic, organized, dedicated & mature.
4. Experience working with teenagers.
5. Experience working with people with a variety of disabilities.

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