



Camp Blue Spruce

Job Title: **Program Coordinator**

Reports to: Camp Director

Position Purpose:

The Program Coordinator is responsible for managing home base or designated program area as well as the flow of specialty camp programs and all camp activities including Program Blocks, Interest Groups, Evening Activities, and special events.

Essential Job Functions:

1. Manage camp community during home base meetings (prior to each meal, during Interest Group kick off, etc.)
 - a. Create a culture of welcome, timeliness, and fun
 - b. Facilitate staff and camper opportunities to lead songs, games, etc.
 - c. Encourage conversation and engagement among campers and staff
 - d. Work with Directors to support staff meetings
 - e. Work with Extra Allergy coordinator and hosting staff to communicate with the kitchen
2. Oversee the planning and flow of Program Block and Interest Groups
 - a. Work with program staff to plan and implement Program Blocks and Interest Groups throughout the week
 - b. Manage a schedule that provides necessary information to program staff, cabin staff, health house and kitchen staff, and directors
 - c. Support program staff in planning program block activities as needed
 - d. Support the flow of groups to scheduled activities
 - e. Ensure program staff have resources necessary to implement programs
 - f. Provide staff support during program as needed
3. Design and Deliver quality evening program activities
 - a. Work with staff to design evening program activities using the camp's values and goals as a guide
 - b. Provide direction and support to staff responsible for leading activities
 - c. Ensure evening activities are relevant and inclusive for all campers
4. Prepare and manage cabin activity boxes
5. Maintain high standards of health and safety in all activities for campers and staff.
 - a. Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - b. Be alert to campers and staff needs during program activities.
 - c. Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.

6. Be a role model to campers and staff in your attitude and behavior.
 - a. Follow and uphold all safety and security rules and procedures.
 - b. Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
 - c. Participate in camp activities
 - d. Aim to provide a safe and positive camp experience for all.

Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ◆ Participate as a member of the camp community
- ◆ Uphold Camp Blue Spruce values at all times
- ◆ Support CIT program through observation and feedback of CITs when they are participating in program blocks and interest groups.

Qualifications: (Minimum Education and Experience)

- ◆ Must be 21 years of age or high school graduate.
- ◆ Must be able to obtain or become certified in First Aid/CPR.
- ◆ Must submit health history record and examination form prior to first day of work.
- ◆ Ability to interact with all age levels.

Knowledge, Skills, and Abilities:

- ◆ Understand the development needs of youth and dynamics of group development.
- ◆ Ability to manage large groups of 70+ people.
- ◆ Ability to relate to youth and adults in a positive manner.
- ◆ Demonstrate knowledge and skill in designated camp program areas.
- ◆ Ability to work congenially with staff while providing leadership over assigned program areas.

Physical Aspects of the Job:

- ◆ Ability to communicate and work with groups and interact as necessary with campers and staff.
- ◆ Ability to observe camper and staff behavior and provide both positive and constructive feedback as necessary
- ◆ Assess appropriateness of activities and make changes as necessary; enforce appropriate safety regulations and emergency procedures.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◆ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers and staff in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Salary Information - \$550 - \$650/week depending on experience.

Some physical requirements of the Program Coordinator position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.