



2023 Summer Camp Coordinator Position Description

FLSA Status: Non-Exempt- Seasonal- Full-Time

Reports to: Camp Manager

Position Summary:

The Summer Camp Coordinator will run, play, and hike alongside campers and teach, supervise, and facilitate an amazing summer camp season alongside Summer Camp Educators. They care for staff, volunteer, and camper happiness, health, and safety for 9 weeks Monday-Friday 8:45am-5:15pm June 12th-August 18th with mandatory training occurring the weeks of May 29th-June 2nd and June 5th-9th.

To be the Summer Camp Coordinator you must possess, or be willing to learn, the following qualities: flexibility, patience, playfulness, willingness to participate and get silly, compassion, and excellent listening and communication skills. The Summer Camp Coordinator can have a lifelong impact on the staff, volunteers, and campers. This position demands major responsibility, commitment, and willingness to learn but when you invest in the experience of others, this position will be an investment in yourself.

"It was so awesome to be able to build a relationship with some of the kids that came multiple times during the summer. That is a super unique thing and isn't something that really happens [at] other places." - 2022 Summer Camp Coordinator

Duties & Responsibilities:

- This position is a full-time (40 hours/ week), seasonal, non-exempt position.
- Assist in establishing a camp community that fosters responsibility, team building, and social development for staff, volunteers, and campers
- Stand in for absent Camp Educators whenever necessary
- Stand in for group support in absence of Camp Aides
- Provide on-the-ground support to all camp educators in maintaining a high quality camp experience
- Assist in supervising daily check-in and check-out of day campers
- Plan and implement Camp Cool Down program Monday-Friday from 4:00-5:15pm
- Maintain high standards of safety and well-being of program participants and camp aides
- Provide excellent customer service to camp families, reporting camp inquiries and concerns to Camp Manager and Administrator
- Assist in communicating any behavioral interventions involving campers to parents after consulting with the administrative team
- Organizes weekly camp supply needs and maintains camp resource inventory
- Assist in the maintenance and storage of camp equipment, supplies and facilities
- Provides administrative assistance for off-site activities including ability to transport campers and camp aides in a 15 passenger van
- Assist with other duties as assigned

Qualifications:

- Summer camp staff will be required to be up-to-date on COVID-19 vaccinations and wear proper face coverings when inside.
- Two years' experience or coursework in the fields of education, youth development, environmental sciences, natural sciences, biology, parks and recreation management or related
- Experience working with/leading school age children (pre-k through 12th) in an outdoor/ camp setting
- Positive, compassionate and energetic role model in attitude and behavior for all staff, volunteers, and campers
- Excellent judgment, reliability and initiative to work independently
- Ability to monitor and model safe work habits to all staff, volunteers, and campers
- Ability to lead camp participants effectively in the outdoors, in all types of weather and over uneven terrain
- Ability to work effectively and efficiently with all staff, volunteers, and campers
- Ability to communicate calmly, clearly, and concisely with all staff, volunteers, and campers
- Ability to build open, meaningful, and supportive relationships with all staff, volunteers, and campers
- Willingness to remain flexible during day to day tasks and responsibilities, and with needs of camp groups and individual campers
- Ability to be certified in Adult and Child CPR/First Aid (provided by Blandford Nature Center during mandatory training)
- Strong computer skills and competency in Microsoft Office and Google Suite
- Exceptional organizational skills
- 21 years or older

Compensation:

This is a paid, non-exempt, full-time, seasonal position working 40 hours per week. The position pays \$14.79 per hour. This position starts May 29th 2023 and ends August 18th, 2023.

To Apply:

Please visit blandfordnaturecenter.org/employment-opportunities/ and click on the Job Board button to complete your application.

***Please note:**

- Submit cover letter and resume as one (1) document when prompted to upload your resume
- List three (3) professional references and NOT three (3) personal references

Interviews will begin as qualified application packages are received.**Blandford Nature Center's Mission:**

To engage and empower our community through enriching experiences in nature.

Blandford Nature Center's Vision:

A thriving, diverse community that supports a healthy, natural world.

Blandford Nature Center's Values:

- Inclusion: Intentionally welcoming and embracing everyone.
- Stewardship: Responsibly using and caring for all our resources.
- Integrity: Demonstrating honesty, authenticity, and transparency within our organization and community.
- Experiential: Providing direct opportunities to enjoy, explore, and learn in nature.
- Partnership: Connecting and collaborating to effectively serve our community.
- Innovation: Using creativity and curiosity to continuously improve.

The policy of the Blandford Nature Center is to ensure that diversity, inclusiveness, and respect are integral parts of our day-to-day management and work. Blandford staff, board and volunteers commit to ensure equal access to Blandford and all of its educational opportunities by all people.

In essence, diversity includes all the characteristics, experiences, and cultural influences that make each of us unique individuals. All individuals are welcome at Blandford Nature Center, and all individuals, regardless of race, color, age, national origin, sex (including transgender status, gender identity, and pregnancy), religion, disability, genetic information, sexual orientation, marital status, political affiliation, status as a parent, will be treated with respect and dignity. By fostering an atmosphere of inclusion and respect, we can continue to value and appreciate the strengths afforded by differences in the styles, ideas, and organizational contributions of each person. We all share the responsibility to ensure diversity and inclusion throughout Blandford, and seek to recruit, engage, and retain a leadership composed of volunteers and staff that equitably and fairly represent our constituency.