



## **Day Camp Coordinator Job Description**

**Position:** Day Camp Coordinator, 2023

**Reports to:** Program Director

### **Purpose of Position:**

Day Camp Coordinator is responsible for overseeing the day to day operations of Day Camp including the administrating, implementing, and some program design and development in coordination with the Program Director.

### **Qualifications:**

1. At least 21 years old
2. Be of Christian faith, willing to share that faith with others, and to learn and grow alongside them.
3. Preferably 2 years of experience in a leadership position.
4. Current certification in first aid and CPR, or willing to become certified.
5. Ability to work independently and with a diverse team
6. Ability to work long hours in an outdoor environment.
7. Ability to use discernment and discretion in many situations.
8. Ability to abstain from use of cell phones and social media while on duty.
9. Strong communication and interpersonal skills to be used with campers, staff, volunteers, visitors, and parents.
10. Ability to maintain maturity, discipline, and flexibility while also leading by example through good moral character, work ethic, and strong integrity.
11. Model behavior as a leader and representative of Montgomery on and off site.
12. Completion of a Level II background check upon hire.

### **Responsibilities:**

1. Attend staff training and assist in training the day camp staff.
2. Monitor and lead day camp staff including helping manage camper behaviors.
3. Responsible for creating and implementing innovative program activities.
4. Lead and facilitate camp activities with provided training.
5. Delegate duties and tasks to day camp staff.
6. Maintain high standards of health and safety in all activities for campers and staff.
7. Contact parents of day campers when needed in coordination with the Program Director.

8. Maintain current and accurate records for day camp staff and campers.
9. Oversee schedule for day camp staff, including break schedules.
10. Be the first and last person on-site during Day Camp program hours.
11. Willingness to do what is requested and required in order to accomplish Montgomery's ministry and mission goals.

### **Responsibilities and Other Specific Duties Explained:**

1. There will be mandatory training prior to the start of summer. The completion of these trainings are mandatory for employment. The coordinator will work with the Program Director to assist in staff training. **There are two optional trainings:** Waterfront Lifeguarding and/or becoming a challenge course facilitator. The cost of these trainings are covered by Montgomery Center and are highly recommended as they will provide more flexibility in program scheduling and offer year-long, part-time work opportunities.
2. Monitor day camp staff and their interactions with campers. Coach day camp counselors when needed and assist in managing camper behavior. Ensure the schedule is followed and make adjustments as needed due to weather or emergencies. Manage check-ins weekly with day camp counselors.
3. Lead the development and implementation of program activities for campers within the mission and outcomes. Develop new ideas with the day camp counselors each week to keep the program thriving and engaging for the age groups.
4. Camp activities that counselors will be participating in or leading include, but are not limited to, small and large group games, team building exercises, labyrinth, swimming, archery, canoeing, bible studies, climbing wall, arts and crafts, campfire cooking, and boating activities.
5. Delegate tasks as needed in relation to day camp activity set up, breakdown, and execution. The day camp coordinator will primarily be responsible for ensuring all program areas used are clean and orderly after day camp use.
6. Coordinator will need to know how to execute the camp's Emergency Action Plan in case of emergency as well as, maintain control of a group, diffuse anxiety in emergency situations and lead other staff if needed in the process.
7. Parents of campers who are absent will need to be contacted and contact logs communicated to the Program Director for any further action.
8. Keep daily attendance records for day campers, staff, and volunteers. Maintain a log book for parent communication, camper information, and staff information.
9. Schedule staffing for extended hours, facilitation, and camper groups for day camp. Manage break schedules for day camp staff.
10. Be available to be onsite during the entirety of the scheduled program hours or while day campers are on site.

## **Equipment Used:**

Counselors may be asked to use fire protection equipment, washers and dryers, dishwashers, and specialty program equipment. Some may be asked to drive camp vehicles or watercraft.

## **Knowledge, Skills, and Abilities:**

- Good written and verbal communication
- Strong time management skills
- Determination and persistence
- Critical thinking and problem solving skills
- Ability to work well individually and within a team as a leader
- Self-motivated
- Ability to resolve conflict in a positive manner
- Ability to understand child development
- Ability to lead a small group
- Ability to practice patience and empathy

## **Physical Requirements:**

- Ability to stand for long hours
- Potentially stooping, climbing, reaching, lifting up to 50 pounds, walking long distances, bending, jumping, and using hand-eye coordination.
- Ability to work in all weather conditions
- Ability to practice physical, emotional, and spiritual self-care

## **Relationships and Interpersonal Aspects:**

Montgomery staff will be interacting with many people over the summer including other summer staff, campers, campers' parents, kitchen and maintenance staff, volunteers, camp nurse, directors, and other user groups throughout the summer. It is important to maintain respectful and professional interactions and communication with everyone. Romantic relationships are discouraged between staff members during the summer camp season.

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