

**Camp Ocean Pines  
Position Description**

<b>Job Title: Inclusion Coordinator</b>			
<b>Classification:</b>	Non-Exempt	<b>Employment Type:</b>	Seasonal
<b>Department:</b>	Summer Camp	<b>Supervisor:</b>	Nicole Lauhon

**Position Purpose**

A Camp Ocean Pines Inclusion Coordinator works with individual and small groups of campers to provide as needed accommodations to provide the best possible care for campers. The Inclusion Coordinator works directly with the Staff and Camper Director and the Summer Camp Director to make individualized plans for campers in need of additional support, and communicates with parents and caregivers to give camper updates and ask for additional support.

**Essential Functions**

Must be able to perform the following functions unaided or with the assistance of a reasonable accommodation:

- Work with campers of various backgrounds and abilities
- Provide small group and individual support to campers in need
- Communicate clearly with the Staff and Camper Director regarding camper needs and requests for support
- Alongside Summer Camp leadership team, lead all-camp staff training and summer camp inservice.
- Be aware of camper needs and areas of support for counselors, communicate with the Staff and Camper Director and provide feedback to staff
- Ensure that campers food and water needs are being met, being the point person for communication with the kitchen when additional or alternative food is needed.
- Provide a safe, welcoming space where all campers feel accepted.
- Serve as a mentor to camp youth, providing advice and coaching techniques when appropriate.
- Facilitate conflict resolution between campers.
- Participate in all-camp activities as per program.
- Be a positive role model to youth and camp staff in attitude and behavior.
- Communicate efficiently with leadership on how to assist yourself and campers.
- Maintain proper self-care for self; mental and physical.
- Participate in camp evaluations of self, maintaining a growth mindset.
- Other duties as assigned by Camp Ocean Pines

**Other Duties and Responsibilities**

Consistently provide friendly courteous assistance, including building and maintaining healthy professional relationships with campers, parents, staff and guests.

Support and contribute to a safe, clean environment for all guests and staff.

Be tech-free while working with campers, only to be used on off-times.

This job description is subject to change at any time.

**Knowledge, Skills and Abilities**

**Required:**

- Must be at least 18 years of age
- Experience in youth development, leading youth programs and/or supervising youth in a day or resident camp setting
- Excellent oral and written communication skills
- Maintain a positive attitude in complex situations after working long hours
- Adjust quickly to changes with open mind and flexibility
- Recognize and respond to emergency situations
- Proof of completed COVID-19 vaccinations with boosters strongly recommended.

**Preferred:**

- Experience with Google Suite (Mail, Photos, Drive).
- Lifeguard certification

**Camp Ocean Pines  
Position Description**

<b>Job Title: Inclusion Coordinator</b>			
<b>Classification:</b>	Non-Exempt	<b>Employment Type:</b>	Seasonal
<b>Department:</b>	Summer Camp	<b>Supervisor:</b>	Nicole Lauhon
Valid United States drivers license Experience in trauma-informed, culturally relevant, and culturally responsive teaching Spanish & ASL language skills			

<b><u>Certificates and/or licenses:</u></b> Current California Food Handlers certificate prior to start date <b>(required)</b> Successfully complete a background check and LiveScan fingerprint <b>(required)</b> Current First Aid/CPR/AED certification prior to start date <b>(required)</b> Lifeguard certification <b>(preferred)</b>
---

<b>Performance Evaluation</b> Job performance will be evaluated throughout the season, both formally and informally, by the Summer Camp Director.
<b>Compensation</b> The Staff & Camper Director salary range is \$560-610. Housing is provided in staff housing shared with other program staff. Staff room available for off-times to use cell-phone and store personal equipment. Meals are provided when camp is in session. When campers are not onsite, staff will have access to leftover food and use of the kitchen facilities.

<b>Employee Acknowledgement</b> I have reviewed this job description and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my employer without it being specifically included in this job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my employer. I have discussed any questions I may have about this job description prior to signing this form.
--

Date	Print Name	Employee Signature