

**Camp Ocean Pines**  
**Position Description**

<b>Job Title: Off-Site Program 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 Off-Site Program Coordinator serves as off-site program lead, taking groups of campers on different adventures along the Central Coast. While at camp, they help provide programming support for all camp programs. Off-Site Program Coordinator are also responsible for driving campers to LA & Bay Area drop-offs.

**Essential Functions**

Must be able to perform the following functions unaided or with the assistance of a reasonable accommodation:  
 Daily role is to drive campers to off-site programs and lead programs with counselor assistance. These trips include but are not limited to kayaking, hikes, beach excursions and tidepooling.  
 Ability to drive a minivan on highways, narrow roads and in large cities.  
 Coordinate all pick up and drop offs with Senior Programs Director and Summer Camp Director.  
 Serve as bus chaperone on arrival and departure days.  
 Attend overnight trips with Teen Leader Program  
 Perform all safety checks on vehicles before each transport, ensuring safety for all passengers.  
 Work on off-site program development throughout summer.  
 Provide a safe, welcoming space where all campers feel accepted.  
 Provide feedback for counselors concerning off-site programs.  
 Lead staff training for off-site activities.  
 Help lead camp activities that are age appropriate, mission driven and creative.  
 Serve as a mentor to camp youth, providing advice and coaching techniques when appropriate.  
 Facilitate conflict resolution between campers.  
 Perform and lead all-camp campfires including camp songs and skits.  
 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.  
 Commitment to diversity, inclusion and cultural awareness

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 21 years of age+  
 Experience in youth development, leading youth programs and/or supervising youth in a day or resident camp setting  
 Experience supervising peers & coworkers  
 Experience leading outdoor adventures (including hiking, water sports and beach activities)  
 Experience driving long distances in a variety of settings (rural, city and highway)  
 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, including booster upon eligibility

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<b>Preferred:</b> Rock-climbing experience including: belay techniques, lead climbing and anchor set-up. Spanish and ASL language skills Experience in trauma-informed, culturally relevant, and culturally responsive teaching			
<b>Certificates and/or licenses:</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 certification prior to start date <b>(required)</b> Valid United States driver's license <b>(required)</b> Lifeguard certification <b>(required)</b>			
<b>Performance Evaluation</b> Job performance will be evaluated throughout the season, both formally and informally, by the Summer Camp Director.			

**Compensation**

The Off-Site Program Coordinator salary ranges from \$610 - \$650/week. Housing is provided in staff housing shared with other program staff. 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.

**Employee Acknowledgement**

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