

**Camp Ocean Pines
Position Description**

Job Title: On-Site Program Coordinator			
Classification:	Non-Exempt	Employment Type:	Seasonal
Department:	Summer Camp	Supervisor:	Nicole Lauhon

Position Purpose

A Camp Ocean Pines On-Site Programs & Logistics Coordinator serves as program delivery and support. Program Coordinators will help lead all-camp activities, assist counselors in leading day to day programs and provide logistical support throughout camp.

Essential Functions

Must be able to perform the following functions unaided or with the assistance of a reasonable accommodation:
 Daily role is to provide program support for all activities ranging from leading activities, providing feedback and/or creating new programming. Alongside program team, develop and lead all - camp programming through the sessions
 Provide logistical support throughout camp including camper mail and inventory of program supplies.
 Supervise activity sign-ups with Program Director
 Maintaining high standards of health and safety in all activities for campers and staff, and assisting with sanitation and disinfecting protocols
 Lead meals throughout the week based on schedule provided by Program Director.
 Assist in check in and check out days.
 Provide a safe, welcoming space where all campers feel accepted.
 Lead staff training for specific on-site programming areas.
 Serve as a mentor to camp youth, providing advice and coaching techniques when appropriate.
 Facilitate conflict resolution between campers.
 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 18 years of age +
 Experience leading youth activities at overnight camp, day camp, after school care or educational setting
 Experience supervising peers & coworkers
 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

Preferred:

Spanish or ASL language skills
 One or more seasons working in a residential or day camp setting
 Experience in trauma-informed, culturally relevant, and culturally responsive teaching

Certificates and/or licenses:

Current California Food Handlers certificate prior to start date **(required)**
 Successfully complete a background check and LiveScan fingerprint **(required)**
 Current First Aid/CPR certification prior to start date **(required)**
 Valid United States driver's license **(preferred)**

**Camp Ocean Pines
Position Description**

Job Title: On-Site Program Coordinator			
Classification:	Non-Exempt	Employment Type:	Seasonal
Department:	Summer Camp	Supervisor:	Nicole Lauhon
Lifeguard certification (preferred)			
Performance Evaluation			
Job performance will be evaluated throughout the season, both formally and informally, by the Summer Camp Director.			

Compensation

The On-Site Programs & Logistics Coordinator salary range is \$550 - \$610/week and is a full summer commitment. 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