

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

<b>Job Title: Teen Leader 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 Teen Leader Coordinator serves as lead for the Teen Leader Program including workshops, mentoring and evaluating. Working in conjunction with Staff & Camper Director for best development of the program during all summer camp sessions.

**Essential Functions**

Must be able to perform the following functions unaided or with the assistance of a reasonable accommodation:  
 Lead daily workshops for teen leaders covering group management, child development and leadership skills.  
 Live in the same space as the Teen Leaders, providing supervision and guidance  
 Coordinate with Director Team for scheduling teen leaders; set schedule before start of session.  
 Provide guidance to teen leaders throughout session, giving feedback over the sessions.  
 Oversee programs led by teen leaders to provide support.  
 Oversee Teen Leader led campfires and all camp programming  
 Work alongside with Staff & Camper Director in planning of Dream World Experience.  
 Provide a safe, welcoming space where all campers feel accepted.  
 Take lead on Teen Leader overnight, working alongside Off-Site Coordinators and Staff & Camper Director.  
 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.  
 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 21 years of age +  
 Experience working with youth and understanding of child development specifically teenagers  
 Experience in youth development, leading youth programs and/or supervising youth in a day or resident camp 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

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Experience in trauma-informed, culturally relevant, and culturally responsive teaching			

<p><b><i>Certificates and/or licenses:</i></b></p> <p>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>(preferred)</b></p> <p><b>Performance Evaluation</b></p> <p>Job performance will be evaluated throughout the season, both formally and informally, by the Summer Camp Director.</p>
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<p><b>Compensation</b></p> <p>The Teen Leader Coordinator salary range is \$550 - \$610. Housing is provided through the summer, shared with the Teen Leaders when in session. 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.</p>
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<p><b>Employee Acknowledgement</b></p> <p>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.</p>						
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