

## CAMP KOREY JOB DESCRIPTION



Job Title: ACTIVITY COORDINATOR  
Department: CAMPER OPERATIONS

### Position Summary:

The Activity Coordinator is a member of the Camp Program Team. The major responsibility is helping to plan and coordinate all residential summer camp programming. This person will execute a creative vision with the goal of providing an intentional and transformational camper experience for about 40 children per week. This position must ensure that safety standards are upheld. Experience in planning group special events or activities preferred, especially in a camp environment. The Activity Coordinator should be comfortable speaking and performing in front of a crowd and should be an enthusiastic ambassador of camp spirit!

Reports to: Program Manager

### **REQUIREMENTS**

- At least 21 years old or minimum two summers of residential camp experience
- Must have the physical and mental capability of caring for our campers
- Commit to the entire length of the summer June 14<sup>th</sup> - Aug 16<sup>th</sup>
- Willingness to work a flexible work schedule, including long hours, evenings and weekends
- Must reside on-site at camp for the duration of the summer
- Must pass thorough background check
- Must be free of any communicable illness and have current immunizations/vaccines
- Must have physical ability and stamina to walk long distances, over uneven terrain
- CPR/AED certification required

### **RESPONSIBILITIES:**

1. Directly responsible to the Program Manager and Camp Director with regard to policy, camp, program, and staff matters
2. Consults regularly with the rest of the Support Team with regard to program, staff and camper matters.
3. The Program Coordinator works closely with the Program Manager to plan, direct and supervise programs, including activity rotations, silly-Olympics, campfire, all-camp games, carnival, camp dances, banquet dinner, and more.
4. The Program Coordinator will work with the Program Manager to complete the following daily activities:
  - a. Oversight of summer program counselor performance
  - b. All activities begin and end on time
  - c. Oversee program areas clean-up daily
  - d. Ensure that all new policies are enforced through explanations, i.e., golf cart and lost camper policies.
  - e. Be familiar with and help carry out any and all safety and emergency policies and plans on a regular basis as deemed necessary by the Camp Director
  - f. Clearly review with each counselor their goals, personal objectives, and ~~their area~~ responsibilities
  - g. Oversee the inclusion of Volunteers for each session
  - h. Be responsible for serving as a role model for counselors who may need support as well as filling in when needed during counselor time off periods
  - i. Coordinate with Unit Leader on camp-wide support needs, such as name badge distribution, t-shirt distribution, lost and found, birthday, special moments support, and cabin/program needs.
  - j. Coordinate with Unit Leader on weekly program intended for staff motivation and connection.
  - k. Lead, help organize, and suggest a varied series of creative games, skits, songs, and activities for rainy days and Cabin Nights
    - l. Support staff in arrival day organization and camper welcome
5. Work with full time staff ~~and~~ to help organize and run volunteer orientation and training.
6. The Activity Coordinator shall fully participate in Support Team training, and participate and assist in the all-camp orientation
7. The Unit Leader is responsible for knowing and adhering to all policies in the Camp Manual
8. Be responsible for all items covered in the Activity Counselor job description

9. Perform any other duties as deemed necessary by the Camp Director to assure the smooth running of the camp