

Job Description Program Coordinator

Employment Status:

- Temporary-Seasonal, Exempt Position

Qualifications:

- Be at least 18 years of age.
- Have a sincere desire to work with and be of service to children.
- Willing to actively pursue and fulfill the goals and mission of Camp Blodgett.
- Possess enthusiasm, a sense of humor, a strong sense of maturity, and patience.
- Have experience organizing and planning large group activities.

Responsible to:

- Camp Director

Responsibilities:

- Facilitate and assist all staff in the development or workshop curriculum and the planning of workshops. Assist with collection of supplies, helping with ideas, etc. Be available to assist during workshop times.
- Review workshop choices to ensure they fit with the Camp Blodgett curriculum, revising as necessary.
- Develop, organize, monitor and evaluate an efficient placement system for camper workshops.
- Inventory and maintain sufficient stock of references, materials and supplies and order new as needed, staying within allocated budget.
- Cooperate with the Directors in the coordinating and organizing of the total camp program.
- Report to the Camp Director any concerns about a camper's health, safety or well-being.
- Address any concerns to the directors about staff and their progress with implementation of workshops.
- Recognize and respond to opportunities for problem solving within the group.
- Maintain safety expectations and practices to the highest capacity.

Camp Responsibilities:

- Take every effort to build and nurture a sense of community and understanding among all staff members.

- Eat meals with campers, giving attention to camper interaction and dining hall procedures.
- Review the camp rules with campers and help to enforce these rules consistently throughout the session; utilize the Camp Blodgett behavior management plan for any infractions.
- Assist with all –camp events and other camp-wide activities as assigned.
- Be willing to step in as a cabin counselor temporarily or permanently when necessary.
- Fulfill responsibilities of Counselor of the Day as they are assigned.
- Fulfill Aquatic Observer duties as assigned.
- Assist in total camp cleanup at the end of each session as per the Camp Director's direction and at the end of the season as per the Facility Director/Executive Director's direction.
- Fulfill all other duties as assigned by the Camp Director.