



## CAMP OCCOHANNOCK ON THE BAY

*A Ministry of the Eastern Shore District of the United Methodist Churches*

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### Note:

As you read this keep in mind that yes, this sounds like a lot, but you will not be alone and if you stay organized and on top of things it is a very rewarding position. You must be willing to put the work in all that you do to see that reward. I saw the reward myself for the 5 years that I was Program Coordinator.

-Director: Michael Henry

**Job Title:** Program Coordinator

**Reports To:** Camp Director

### **Position Purpose:**

To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the camp director. Be committed to help Director in promoting camp, planning program trips and events, help plan and lead staff training, and other duties.

### **Essential Job Functions:**

1. Deliver a fun program to campers.
  - Ensure plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
  - Evaluate the abilities of staff to perform their duties.
  - Deliver program activities.
  - Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
  - Coordinate all camp program and campfire activities with other staff.
2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
  - Assist in the implementation of staff training.
  - Provide guidelines for programs utilizing camp equipment.
  - Ensure campers and staff follow safety procedures in all program areas.
3. Supervise and evaluate Program Specialists to develop and implement all facets of camp program activities
  - Regularly monitor work of program specialists.
  - Provide feedback and guidance to program specialists.
  - Provide recommendations and concerns to camp director regarding program specialists' performances.

### MINIMUM QUALIFICATIONS:

Must be at least 18 years of age.

Must have worked at a Summer Camp for at least 1 year.

Current CPR (Preferred)

Current First Aid (Preferred)

Some experience in administrative roles.

Experience in the development and delivery of programs and activities for similar population.

Desire and ability to work with children outdoors.

Some experience in supervising others

Has a desire to work in a Christian environment.

Good character, integrity and adaptability

Enthusiasm, sense of humor, patience and self-control.

Must have an open mind and a flexible work ethic.

**PHYSICAL REQUIREMENTS:**

Prolonged Standing

Bending

Stooping

Walking Long Distances

Hiking

Climbing

Stretching

Running

Swimming

Canoeing

Eye-hand Coordination Manual  
Dexterity to Manipulate  
Outdoor Equipment and Camp  
Activities

Requires Normal Range of  
Hearing and Eyesight to Record,  
Prepare, and Communicate  
Appropriate Camper  
Activities/Programs and the  
Ability to Lift Up to 50 lbs;

Willing to Live in a Camp  
Setting and Work Irregular  
Hours with Limited or Simple  
Equipment and Facilities;  
With Daily Exposure to the Sun,  
Heat, and Animals Such as Bugs,  
Snakes, Bats, etc.

5) Develop and implement schedules and records for all areas of camp program and facilities.

- Create camper and group program and activity schedules.
- Develop and supervise staff schedule for programs and activities.
- Collect and evaluate records; report and evaluate camp program and activity areas.
- Conduct weekly evaluations of the summer staff and help with planning growth goals and exit evaluations.

**Other Job Duties:**

- Attend administrative staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Provide ongoing program ideas to Director.
- Create Unit list for kitchen staff, Health Supervisor, and Staff
- Manage the Duty Board
- Pack out Camp Out Bins and keep them restocked and create food list
- Check Camper E-mail for letters from home.
- Help with Registration
- Lead Friday Night Closing
- Keep energy levels high, keep morale of staff high, and be a team player

**Equipment Used:**

Treat equipment as if it is yours.

**Physical Aspects of the Job:**

- Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

**Staff Provisions:**

Lodging and 3 meals a day and work week starts Sunday @ 3pm until Friday @ 7pm.

**Program Coordinator Salary:**

\$2000 - \$2500 (depending on certifications and experience)

**Dates of Employment:**

June 8th @ 6 pm- June 19th @ 4 pm (Staff Training)

June 21st @ 3 pm -August 8th @ 6 pm (Summer Weeks)

Thank You,  
Camp Director  
Michael Henry