



Youth Camp Coordinator

TEAM: YOUTH CAMP

REPORTS TO: ZEPHYR POINT PROGRAM MANAGER

Position Description:

The Youth Camp Coordinator is the leader providing administrative and operational oversight of the Youth Camp team. This team is comprised of 3-4 Youth Lead Counselors (YLCs). It is the responsibility of the Youth Camp Coordinator is to provide management and oversight of two primary program offerings: Beyond Camp Zephyr (ages 11-13) and Summer Basecamp (ages 13-17). The Youth Camp Coordinator will work closely with the Program Manager and other Summer Staff Leadership to oversee all administrative and operational details for Youth Programs, serve as primary point of contact to camper parents, and manage and support the YLCs. The Youth Camp Coordinator must have an ability to relate to and teach youth as well as adults, and should have experience with team building initiatives and a wide variety of recreational activities.

Job Duties:

Responsibilities

- Works alongside the Program Manager to effectively run Basecamp and Beyond Camp Zephyr
- Oversee and support 3-4 YLCs
- Work alongside Day Camp Coordinator to design, schedule, and implement camp activity rotations for the Beyond Camp Zephyr program
- Oversee and supervise one night of on-site camping for Beyond Camp Zephyr campers
- Make group assignments weekly for campers and counselors
- Facilitate check-in and check-out for Beyond Camp Zephyr and Summer Basecamp
- Jump into areas of camp that may need extra hands
- Meet special request by parents as appropriate
- Be familiar with camp administration software in order to review camp rosters, medical forms, and transportation requests
- Coordinate logistics for campers who are getting picked up early or dropped off late
- Exercise sound judgment and decision-making to assess and mitigate hazards
- Effectively build rapport with campers, counselors Zephyr Point staff, and camp parents
- Role-model inclusive behavior and facilitate a positive group culture
- Maintain high energy, positive attitude, and focus on campers' and counselors' safety and enjoyment of program
- Participation in intentional community as a member of the Zephyr Point Summer Staff

Other Duties as Assigned

All personnel may be required to perform duties outside of their normal responsibilities as needed.

Qualifications:

Required Qualifications

- One year out of High School by June 2022
- Proof of COVID-19 vaccination
- Ability to pass a criminal background check
- Either one year working at Zephyr Point camps or comparable position experience

- Proficient soft-skills necessary to support youth and children’s mental health and emotional challenges
- Strong decision-making skills, ability to work without direct supervision and adaptable to changing, dynamic environments
- Group management skills and delegating abilities
- Strength leading peers
- Professionalism in attitude and appearance
- Ability to manage self-care and energy throughout a busy and intense summer
- Passionate about the health and safety of children and youth while offering fun and freeing experiences for campers
- Clean driving record and ability to drive a 12-15 passenger van

Required Certifications – Must be obtained by the first day of camp

Certifications must be valid through employment end date.

- CPR/First Aid certification (Provided during staff training week, if needed)
- Youth Mental Health First Aid certification (Provided during staff training week, if needed)

Preferred Qualifications

- College degree or coursework in elementary education or other related fields such as leadership
- Proficiency in Spanish
- Previous experience working in a camp setting
- Experience in a peer leadership setting
- Basic knowledge of camp software, Microsoft, excel, and outlook

Required Physical Demands

- Ability to walk and stand on feet nearly 8 hours a day.
- Ability to walk up and down minimum of 20 flights of stairs a day with campers.
- Ability to withstand long days in the sun and heat as well as cold windy days.
- Ability to carry up to 35lbs

Work Schedule:

The Youth Camp Coordinator position begins June 5th, 2023, and will terminate on August 13, 2023. Members of the Youth Camp Team are expected to maintain a flexible and changing schedule throughout the summer that is dependent on the programs scheduled for each week. During the Beyond Camp Zephyr program, standard work hours will fall Monday-Friday from 8am-4:30pm, with one night of on-site camping. During the Summer Basecamp program, members of the Youth Camp Team will work long hours with overnight supervisory hours in Hubbard Lodge. The Zephyr Point year-round staff will work with the Youth Camp Team to design a reasonable schedule with consistent breaks to help alleviate the strain of overnight hours.

Compensation and Benefits:

- Compensation: \$4,000 total for the summer
- Housing in Lakeview Lodge (June 4th – August 14th)
- Meals provided Monday-Friday through term of employment
- Travel stipends and certification reimbursements available

To apply, please complete online or download and submit the application found at <https://www.zephyrpoint.org/join-our-team/deadline-application/>. For questions regarding the position please contact kwasko@zephyrpoint.org.