



Day Camp Coordinator

TEAM: DAY CAMP

REPORTS TO: ZEPHYR POINT PROGRAM MANAGER

Position Description:

The Day Camp Coordinator is the leader and overseer of the Day Camp Team. This team is comprised of 8-9 Lead Counselors (LC). In addition to managing the Day Camp Team, the Day Camp Coordinator will work closely with members of the Operations Team to coordinate daily camp activities (Crafts, Rec Time, Music, etc), and the Youth Camp Team to facilitate the activity rotations for the Beyond Camp Zephyr Program. It is the responsibility of the Day Camp Coordinator to ensure that all areas of Day Camp run effectively and meaningfully. This includes managing LC's weekly assignments and responsibilities, providing support for camper management, overseeing daily camp operations, and any additional support that may arise throughout the camp day.

Job Duties:

Responsibilities

- Works alongside the Program Manager to effectively run Camp Zephyr Day Camp
- Oversee and support 8-10 lead counselors
- Work alongside Youth Camp Coordinator to design, schedule, and implement camp activity rotations for the Beyond Camp Zephyr program
- Make group assignments weekly for campers and counselors
- Facilitate daily Day Camp check-in, check-out, and transportation rotations
- 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
- Conduct sales for camp t-shirts weekly
- Offer and organize breaks for Lead Counselors
- Conduct mid-summer evaluations as well as consistent check ins with Day Camp team.
- 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 may be assigned.*

Qualifications:

Required Qualifications

- One year out of High School by June 2024
- Ability to pass a criminal background check
- At least 1 year working as Camp Zephyr Lead Counselor
- Group management skills and delegating abilities, with demonstrated strength leading peers
- 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

- Professionalism in attitude and appearance
- Ability to manage self-care and energy throughout a busy and intense summer

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

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 Day Camp Lead Counselor position begins June 3rd, 2024 and will terminate on August 11th, 2024. Camp Zephyr is a day camp running consistently for 8 weeks in the summer Monday-Friday 8:00-4:30. The Day Camp Coordinator will work during camp hours with a few longer days per week. Coordinators should expect to work some additional time outside of traditional camp hours to complete administrative tasks.

Compensation and Benefits:

- Compensation: \$4,250 total for the summer
- Housing in Lakeview Lodge (June 3rd – August 12th)
- Meals provided Monday-Friday through term of employment
- Travel and certification stipends are available

*The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties and skills required of employee(s) so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Zephyr Point Presbyterian Conference Center. Zephyr Point Presbyterian Conference Center abides by employment at-will, which permits the Company to change the terms and conditions of employment with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. Neither this job description nor any other written or verbal communications are intended to create a contract of employment or a promise of long-term employment. Employment-at-will may be terminated with or without cause and with or without notice at any time by the Employee or by Zephyr Point Presbyterian Conference Center.

I have read, understand, and accept this job description as defined above.

Employee Name

Employee Signature