



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 12-13 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.). 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. The Day Camp Coordinator will oversee both Camp Zephyr and Beyond Camp Zephyr programs.

Job Duties:

Responsibilities

- Works alongside the Program Manager to effectively run Camp Zephyr and Beyond Camp Zephyr.
- Oversee and support 12-13 lead counselors.
- Work alongside the Operation Coordinator to design, schedule, and implement camp activity rotations for the Camp Zephyr and Beyond Camp Zephyr programs.
- Make group assignments weekly for campers and counselors.
- Facilitate daily Day Camp check-in, check-out, and transportation rotations.
- Assist in areas of camp that may need extra help, including offering counselors breaks.
- Be familiar with camp administration software to review camp rosters, medical forms, and transportation requests.
- Meet special requests by parents, as appropriate, including coordination of early and late drop-offs or pick-ups.
- Conduct sales for camp T-shirts weekly.
- Conduct mid-summer evaluations as well as consistent check-ins with the Day Camp team.
- Exercise sound judgment and decision-making to assess and mitigate hazards.
- Effectively build rapport with campers, counselors, Zephyr Point staff, and camp parents.
- Model inclusive behavior and facilitate a positive group culture.
- Maintain high energy, positive attitude, and focus on campers' and counselors' safety and enjoyment of Zephyr Point programs.
- Participation in intentional community as a member of the Zephyr Point Summer Staff.
- Other duties may be assigned. *

Qualifications:

Required Qualifications

- Must be a minimum of 20 years of age by June 2025.
- Ability to pass a criminal background check.
- At least 1 year working as Camp Zephyr Lead Counselor or comparable experience.
- Group management skills, ability to delegate, and demonstrated experience 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 adaptability to 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 the employment end date.

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

Preferred Qualifications

- College degree or coursework in elementary education or a related field.
- Proficiency in Spanish.
- Previous experience working in a camp setting.
- Experience in peer leadership.

Required Physical Demands

- Ability to walk and stand nearly 8 hours a day.
- Ability to walk up and down a 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 35 lbs.

Work Schedule:

The Day Camp Coordinator position begins June 9th, 2025, and will terminate on August 17th, 2025 at 11am. Zephyr Point Day Camps run consistently for 8 weeks in the summer Monday-Friday 8:00-5:00, with Thursday evening extending to 8:00PM for the Beyond Camp Zephyr Program. Coordinators should expect to work some additional time outside of traditional camp hours to complete administrative tasks.

Compensation and Benefits:

- Compensation: \$4,750 total for the summer.
- Housing in Cabin 67 (June 8th – August 17th).
- Dinners are provided Monday-Friday and staple groceries will be provided for breakfast and lunch throughout the week.
- 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 the 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