

Operations Coordinator

TEAM: OPERATIONS

REPORTS TO: ZEPHYR POINT YOUTH PROGRAM MANAGER



Position Description:

The Operations Coordinator works closely with the Summer Coordinators and the year-round Program staff to ensure smooth operations for all summer programs. The Operations Coordinator is primarily responsible for oversight of the Operations Team, who collectively oversee office administration, media, crafts, camp recreation, adult program support, site-wide activity offerings, music, and more. The Operations Coordinator is expected to have a comprehensive understanding of all camp activities and adult program operations as well as manage a heavy task load and a team of 5-6 Operation Leads.

Job Duties:

Responsibilities

- Oversee and facilitate the operations of all Zephyr Point summer programs and activities.
- Facilitate and design cohesive program offerings.
- Assist Operations Leads with planning and preparing all games, activities, crafts, music, skits, worship offerings, and more.
- Work alongside the Summer Coordinators and program staff to oversee and support the overall operations of summer programs.
- Assist in managing the ordering of supplies for summer programs.
- Oversee and manage the members of the Operations Team by offering weekly check-ins, and daily touch points, as well as manage employee schedules across multiple programs.
- Assist with administrative tasks in the office including but not limited to; emails, phone calls, pulling reports, and checking for med forms.
- Exercise sound judgment and decision-making to assess and mitigate hazards.
- Effectively build rapport with campers, counselors, Zephyr Point staff, and guest groups.
- Model inclusive behavior and facilitate a positive group culture.
- Maintain high energy, positive attitude, and focus on the varied operational tasks required and assigned throughout summer.
- 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.
- Proficient skills in Microsoft Suite, registration software, Excel, and office phones.
- Strong decision-making skills, ability to work without direct supervision, and adaptability to dynamic environments.
- Previous experience in peer leadership positions.
- Guest service experience.
- Professionalism in attitude, communication, 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 business, communication, recreation management, etc.
- Proficiency in Spanish.
- Previous experience working in recreation or camp programming.
- Experience in peer leadership.
- Archery Instructor Certification.

Required Physical Demands

- Ability to sit at a desk or walk and stand for up to 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 50 lbs.

Work Schedule:

The Operations Coordinator position begins on June 9th, 2025, and will terminate on August 17th, 2025 at 11am. The Operation Coordinator can expect to work a minimum of 5 consecutive days with 48+ hours of consecutive time off each week. The Operations Coordinator is expected to maintain a flexible and changing schedule throughout the summer that is dependent on the programs scheduled for each week. Work hours may vary based on each week's program. Work on the weekends is to be expected.

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