All Sports Camp Coordinator
Minimum Qualifications

- Desire and ability to work with children both indoors and outdoors.
- Ability to relate to one’s peers
- Ability to accept supervision and guidance
- Good character, integrity, and self-control
- Maintain enthusiasm, energy, positive attitude and appearance, and interact with campers at all times
- 21 years of age or at least two years of prior camp experience
- Reports to: Summer Programs Director
- First aid and CPR preferred

Position purpose: to plan, direct and supervise age-based program for campers rising into the 3rd – 6th grades

Specific Responsibilities

- Assist with the planning and implementation of staff training. Be available for before-camp set up and end of camp clean up
- Create daily schedules for counselors. Include a variety of activities for counselors in weekly schedules. Adjust daily schedule as needed when last minute changes occur
- Assign Tiger Den list to specific counselors. Indicate any health alerts next to camper’s name and consult with nurse if necessary
- Take attendance daily and when necessary make phone calls to parents
- Maintain a professional relationship with each counselor while still being their confidant and mentor.
- Lead All Camp Groups Meetings throughout the day
- Encourage counselors to lead and participate in activities and sports during all camp meetings
- Supervise counselors during the day at specific activity areas
- Suggest ways to improve and compliment when doing things right
- Participate in activity to ensure counselors are participating
- Attend weekly director meetings
- Carry and communicate with a walkie-talkie or phone, particularly in emergencies
- Ensure that counselors and campers know and follow safety and educational procedures during camp programs
- Interact with campers on a daily basis
- Build strong rapport with campers. Handle discipline issues as they arise. Eat lunch with a different tiger den every day. If necessary, lead camper activity or assist when counselors need additional hands
- Provide ongoing program ideas to counseling staff
- Interact with parents when issues arise with campers or parents have questions.