

Camp Southern Ground's Position Description Staff Coordinator

Position Description

The Staff Coordinator's main responsibility will be to manage and assist the tribe leading counselors. They will have 2 tribes to assist with during the day during all times. Also may be asked to facilitate activities during large activity blocks.

Responsible to

Staff Coordinators are hired and serve under the guidance of the Program Director/Camp Director.

Qualifications

Desire and ability to work with children outdoors in recreational or educational activities for youth. Must be at least 21 years of age and at least 2 years of camp experience. First Aid and CPR, fingerprinting and background check are required. Staff Coordinators must possess the ability to relate to one's peer group, ability to accept supervision and guidance, and ability to assist in teaching an activity. They must possess strong leadership skills and work ethic. We choose staff with good character, integrity, and adaptability, enthusiasm, sense of humor, patience, and self-control.

Responsibilities

Working within the framework provided by the Camps' mission and goals the Staff Coordinator will:

- Be responsible for 3 tribes and oversee 2 counselors.
- Be able to effectively coach and encourage tribe leading counselors.
- Enforce camp safety regulations
- Supervise all assigned aspects of the campers' day including lodge clean-up, meal times, daily activities, evening campfire program, and getting campers bunked down each night.
- Learn the likes and dislikes of each participant
- Recognize and respond to opportunities for problem solving in the group
- Develop opportunities for interaction between campers and staff
- Provide opportunities for the group so that each individual experiences success.
- Encourage discussion of individual or group problems or concerns
- Help each participant meet the goals established by the camp for the week program.

Physical Requirements

1. Ability to swim
2. Ability to keep up with active groups of children ranging in age from 7-17 years.
3. Ability to provide necessary instruction and guidance to campers and camp staff.
4. Ability to observe camper behavior, assesses its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
5. Visual and auditory ability to identify and respond to environmental hazards related to any activities.
6. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
7. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, injury) and possess strength and endurance required to maintain constant supervision of campers.
8. Willingness to live in a camp setting, work irregular hours using simple equipment, with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
9. Physical ability to participate in all camp activities, including the Ropes Course (which requires being at heights, and a course weight limit), the Aquatics Center (which requires swimming), and the Bike Pump Track (which requires physically balancing and riding a bike for extended periods).

Benefits

Weekly salary of **\$400** plus room and board. College degree, lifeguard certification, EMT or WFR certification, and second year at Summer Camp can all add to this base salary.

Evaluation

Staff Coordinators are evaluated by the Staff Director at the completion of the summer based on criteria

derived from the position description. Results of the review are kept in the personnel file and form the basis of rehiring and recommendation decisions.