

## POSITION DESCRIPTION

**Position Title:** Youth Programs Coordinator

**Revised:** February 2005

**Reports To:** Camp Director

**General Function:** The Youth Programs Coordinator manages the scheduling, preparation, delivery, and evaluation of the following summer camp programs: Pioneers, Settlers, and Trailblazers (grades 1 – 8).

**Requirements:** The Youth Programs Coordinator should be at least 21 years of age, and must bring to this position an appropriate background of experience and training as a camp staff person, with an emphasis on skills in planning, scheduling, and evaluating programs. To properly support and interpret the mission and values of the camp, the incumbent must be a person of strong personal faith, with a positive relationship with the Catholic Church.

The human relations aspect of this position is very important. As a supervisor of staff, personal leadership is paramount. Ability to communicate clearly is essential, as is an ability to relate to children, peers, supervisors, and parents. Must be skilled in conflict-resolution. The incumbent must possess the ability to collaborate and delegate, as needed. The Program Coordinator must be certified in CPR and First Aid, and must have an awareness of the need to care for the environment. Self-care skills are important.

### **Principal Activities:**

- ◆ Participate in the planning, leadership, and evaluation of staff orientation week
- ◆ Manage the scheduling, on a weekly basis, of campers and staff into morning program areas, campfire leadership, afternoon rotations, and evening program leadership
- ◆ Coordinate the planning, preparation, and implementation of evening programs
- ◆ Coordinate overnights and cookouts
- ◆ Recommend program changes to the Program Manager; implement them as needed
- ◆ Participate in the management of mealtime activities including singing, misplaced and found, and announcements; help to keep order in the dining hall
- ◆ Advise staff in planning and leading programs
- ◆ Coordinate afternoon choice time for Settlers and Trailblazers
- ◆ Supervise, nurture, and appraise staff
- ◆ Manage conflict-resolution with staff and campers
- ◆ Participate in the night supervision of camp
- ◆ Interpret and implement Camp Gray and ACA goals, policies, and procedures to staff and guests
- ◆ Participate, on a rotating basis, in the supervision of daily camper free time

**Essential Functions:**

- ◆ Ability to communicate procedures and regulations to staff and campers
- ◆ Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior
- ◆ Ability to understand and implement behavior-management techniques
- ◆ Physical mobility and endurance to maintain constant supervision of campers
- ◆ Ability to communicate with and collaborate with staff peers and campers in providing program leadership and instruction
- ◆ Ability to understand and communicate the camp's spiritual vision

## POSITION DESCRIPTION

**Position Title:** Programs Coordinator (Pathfinder, Ranch)

**Revised:** February 2006

**Reports To:** Camp Director

**General Function:** The Early Adolescent Programs Coordinator manages the scheduling, preparation, delivery, and evaluation of the summer camp Pathfinder and Ranch programs.

**Requirements:** The Early Adolescent Programs Coordinator should be at least 21 years of age, and must bring to this position an appropriate level of experience and training as a camp staff person, with an emphasis on skills in planning, scheduling, and evaluating programs. To properly support and interpret the mission and values of the camp, the incumbent must be a person of strong personal faith, with a positive relationship with the Catholic Church.

The human relations aspect of this position is very important. As a supervisor of staff, personal leadership is paramount. Ability to communicate clearly is essential, as is an ability to relate to children, peers, supervisors, and parents. Must be skilled in conflict-resolution. The incumbent must possess the ability to collaborate and delegate, as needed. The Early Adolescent Program Coordinator must be certified in CPR and First Aid, and must have an awareness of the need to care for the environment. Self-care skills are important.

### **Principal Activities:**

- ◆ Participate in the planning, leadership, and evaluation of staff orientation week
- ◆ Assist the Youth Programs Coordinator with the planning of evening programs
- ◆ Manage the scheduling, on a weekly basis, of staff and campers into hopper times, morning praise and prayer, and nurture groups
- ◆ Coordinate the planning, preparation, implementation, and evaluation of the Pathfinder program, including the weekly Pathfinder schedule, service projects, and choice time
- ◆ Coordinate the planning, preparation, implementation, and evaluation of the Ranch program
- ◆ Recommend program changes to the Program Manager; implement them as needed
- ◆ Participate in the management of mealtime activities including singing, misplaced and found, and announcements; help to keep order in the dining hall
- ◆ Advise staff in planning and leading programs
- ◆ Supervise, nurture, and appraise staff
- ◆ Manage conflict-resolution with staff and campers
- ◆ Participate in the night supervision of camp
- ◆ Interpret and implement Camp Gray and ACA goals, policies, and procedures to staff and guests
- ◆ Participate, on a rotating basis, in the supervision of daily camper free time

**Essential Functions:**

- ◆ Ability to communicate procedures and regulations to staff and campers
- ◆ Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior
- ◆ Ability to understand and implement behavior-management techniques
- ◆ Physical mobility and endurance to maintain constant supervision of campers
- ◆ Ability to communicate with and collaborate with staff peers and campers in providing program leadership and instruction
- ◆ Ability to understand and communicate the camp's spiritual vision

## POSITION DESCRIPTION

**Position Title:** Wilderness Programs Coordinator

**Revised:** February 2005

**Reports To:** Camp Director

**General Function:** The Wilderness Programs Coordinator manages the scheduling, preparation, delivery, and evaluation of the summer camp Explorer and Voyageur programs.

**Requirements:** The Wilderness Programs Coordinator should be at least 21 years of age, and must bring to this position an appropriate level of experience and training as a camp staff person, with an emphasis on skills in planning, scheduling, and evaluating programs. Must have training and experience in leading backcountry programs, such as backpacking and canoeing. To properly support and interpret the mission and values of the camp, the incumbent must be a person of strong personal faith, with a positive relationship with the Catholic Church.

The human relations aspect of this position is very important. As a supervisor of staff, personal leadership is paramount. Ability to communicate clearly is essential, as is an ability to relate to children, peers, supervisors, and parents. Must be skilled in conflict-resolution. The incumbent must possess the ability to collaborate and delegate, as needed. The Wilderness Programs Coordinator must be certified in CPR and First Aid, and must have an awareness of the need to care for the environment. Self-care skills are important.

**Principal Activities:**

- ◆ Participate in the planning, leadership, and evaluation of staff orientation week
- ◆ Advise and support the counselors on the Wilderness Program Team in the planning, delivery, and evaluation of the Explorer and Voyageur programs
- ◆ Recommend program changes to the Program Manager; implement them as needed
- ◆ Advise staff in planning and leading programs
- ◆ Supervise, nurture, and appraise staff
- ◆ Manage conflict-resolution with staff and campers
- ◆ Participate in the night supervision of camp
- ◆ Interpret and implement Camp Gray and ACA goals, policies, and procedures to staff and guests
- ◆ Participate, on a rotating basis, in the supervision of daily camper free time

**Essential Functions:**

- ◆ Ability to communicate procedures and regulations to staff and campers
- ◆ Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior
- ◆ Ability to understand and implement behavior-management techniques
- ◆ Physical mobility and endurance to maintain constant supervision of campers
- ◆ Ability to communicate with and collaborate with staff peers and campers in providing program leadership and instruction
- ◆ Ability to understand and communicate the camp's spiritual vision