



Resident Camp Coordinator Job Description

JOB SUMMARY:

Responsible for the day-to-day management of the Resident Camp programs.

REPORTS TO:

Program Manager

QUALIFICATIONS:

1. Must be at least 21 years old.
2. Strong leadership skills and decision-making abilities.
3. Ability to work with children in an enthusiastic and positive manner.
4. Interest and experience with outdoor activities.
5. Must be able to attend pre-camp trainings.

ESSENTIAL FUNCTIONS:

1. Oversee resident camp programming:
 - Uphold program quality expectations in all activities
 - Plan and execute all evening, weekend, and theme-specific programming including but not limited to:
 - Magic Hill
 - Unit Night
 - All-Camp Game
 - Lake Day
 - Cookouts
 - Party Night
 - Council Fire
 - Saturday Overnights
 - Oversee thorough record keeping of honors earned by campers
 - Ensure all relevant safety regulations and ACA standards are followed
2. Supervise camp staff:
 - Assist department coordinators in completing periodic performance reviews of all staff
 - Communicate any staff or parent concerns to the Leadership Team
 - Mediate and solve problems that may arise between staff
3. Assist Administrative Team with staff/camper cabin assignments.
4. Oversee camper check-in process including health screening, luggage transportation, swim checks, tip tests, and craft selection.
5. Distribute "Dear Counselor" letters to appropriate staff prior to camper arrival.
6. Ensure cleanliness and organization of cabins through weekly cabin inspections.
7. Coordinate completion and collection of camper postcards each week.
8. Assist with pre-camp training.
9. Serve as a resource for behavior management techniques, program skills, traditions, and support to all counselors.
10. Compile a written report on the operation of the Resident Camp program at the end of the summer season.
11. Perform other duties as assigned by the Administrative Team.

APPLICATION PROCESS:

Submit cover letter and resume to hantesa@campfireiowa.org with 'Resident Camp Coordinator Application' in the subject line or apply online at www.campfireiowa.org.