

MOUNTAINCAMP 2024 – JOB DESCRIPTION

POSITION: *Program Coordinator*

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POSITION DESCRIPTION:

This position oversees the planning and execution of all workshops to ensure each camp day is filled with a balanced number and content of workshops; this involves checking in with Cabin Counselors prior to each session and during workshop execution to make sure that workshops are adequately prepared and running smoothly. The Programs Coordinator collaborates with the Camp Director and Cabin Counselors to develop the camp and staff schedule, ensure that field time activities are planned, or that a self-selected activity is available to campers. This person also oversees the planning of evening programs and camp activities such as theme day.

DATES OF EMPLOYMENT:

Optional free attendance at the Young Adult Conference

May 30 - June 2, 2024 for young adults age 18-35

Training begins Monday, June 3, 2024.

Campers arrive Sunday June 9.

Last day of work is Sunday July 28.

COMPENSATION:

Compensation includes room and board as well as a weekly stipend of \$500-550. Optional remote work for pre-planning will be an hourly rate.

DESIRED QUALIFICATIONS:

- Well organized, detail-oriented person.
- Experience working with youth and young adults as a mentor and leader.
- Desire and ability to work with youth and young adults in a residential camp setting.
- Ability and willingness to place the needs of campers and camp above personal desires.
- Ability to accept guidance and supervision.
- Ability to plan, create, organize, and carry out daily and special programs.
- Good judgment, integrity, maturity and flexibility.
- Ability to work independently and take initiative.
- Creativity, resourcefulness, enthusiasm, energy, sense of humor, patience and self-control.
- Understanding, acceptance and implementation of The Mountain's mission and Core Values.
- Applicants at least 21 years of age who hold a current state issued driver's license are preferred, but applicants who do not meet these qualifications are still highly encouraged to apply.

RESPONSIBLE TO

Camp Director

GENERAL RESPONSIBILITY

To design and lead workshops and group activities

SPECIFIC RESPONSIBILITIES:

- In collaboration with the Camp Director and Counselors who are program specialists, design workshops, activities, and evening programs that are age appropriate to be used for each session of camp.
- Plan and implement field time activities for each day.
- Ensure quality programming (workshops, trips, evening programs, reflections, theme days, etc.).
- Assist in the facilitation of camper activities sign up.
- Coordinate the distribution of trip directions the morning of scheduled trips.
- See that health, safety, and other standards are maintained and followed by all summer staff and campers.

GENERAL RESPONSIBILITY

To support and mentor Cabin Counselors

SPECIFIC RESPONSIBILITIES IN COLLABORATION WITH CAMP DIRECTOR:

- Train and mentor Cabin Counselors, including regular check-ins before and during workshops and other programs to ensure materials, preparation, and implementation are effective.
- Coordinate workshops, evening programs, and other programming activities.
- Assure practice of conflict resolution skills and provide support with problem-solving concerns with campers and staff.
- Model behaviors in keeping with The Mountain and MountainCamp's mission, vision, values, ethics.
- Assume other responsibilities as assigned by the Camp Directors for the benefit of the camp (i.e. fulfilling cabin counselor responsibilities).

GENERAL RESPONSIBILITY

To provide administrative support

SPECIFIC RESPONSIBILITIES IN COLLABORATION WITH CAMP DIRECTOR:

- Assure completion of co-counselor pairings and reveal activity for all sessions.
- Oversee procedures for camper arrival and departure.
- Maintain a harmonious relationship with staff, campers, parents and public.
- Schedule, conduct, and participate in designated camp staff meetings & leadership team meetings.
- Design and implement staff training.
- Assume other administrative duties as they arise.

ESSENTIAL FUNCTIONS:

- Possess mobility and agility over varying types of terrain throughout camp and off-site property.
- Physical ability to assist campers in emergency situations (fire, evacuation, illness or injury).
- Understanding of the needs, interests, and concerns of youth.
- Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to participants.
- Ability to lift 30 lbs.
- If 21 years of age, comfortable and willing to be trained in and drive a 15-passenger van.
- Possess specific, current certifications communicated as required for your position.

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