



Position: **Activity Coordinator**

Desired Qualifications

- Training and experience in recreation activities.
- Desire and ability to work with children outdoors.
- Ability to relate to one's peer group.
- Good character, integrity, and adaptability.
- Current Wilderness First Aid and CPR certification.
- Ability to accept guidance and supervision.
- Ability to design and coordinate a varied program designed for camp.
- Ability to supervise program specialists and assistants.
- Enthusiasm, sense of humor, patience, and self-control.
- High school graduate or equivalent and 21 years of age.

Responsible To

Camp Director of Programs and Camp Director of Administration

Camp Goals

To provide an opportunity for young people to have fun, learn skills, build self-esteem and practice developing constructive social relationships in a safe healthy environment.

Specific Responsibilities

- Plan, coordinate, supervise, and evaluate speciality camp activities
- Provide leadership for Theme Day activities
- Teach staff their responsibilities in program activity areas during staff training.
- Operate Trading Post
- Assist in conducting initial and end of season inventory and storing equipment in good condition.
- Teach and/or monitor proper use of equipment.
- Check equipment and make (or file) for repairs.
- Keep records on all participants, in order to prepare awards envelopes to be given to each camper on last day of session, and turn all records in to main office at end of season.
- Conduct daily check of equipment in program areas for safety, cleanliness, and good repair.
- Submit orders for equipment and supplies when needed, with the approval of the camp director, ensuring timely arrival of materials.
- Coordinate and lead plans and activities for the camp theme days.

- Assist campers in emergency procedures such as fire drills.
- Lead special camp activities including: Flag, Kapers, Night Activity, Polar Bear, Smores, Mail Call and afternoon extended programs
- Actively participate in staff meetings.
- Set a good example for campers and staff, including cleanliness, punctuality, sportsmanship, and table manners.
- Follow all camp rules.
- Encourage respect for personal property, camp equipment, and facilities.
- Manage personal time off in accordance with camp policy.
- Maintain good public relations with camper's parents.
- Evaluate current season and make program recommendations for next year.
- These are not the only duties to be performed. Some may be reassigned and other duties may be assigned as required.

Essential Functions

1. Ability to communicate with campers and with other staff.
2. Understand the philosophy and objectives of Camp Fire camping and be able to pass this knowledge on to others.
3. Ability to: observe camper and staff behavior; assess it for appropriateness; enforce appropriate safety regulations and emergency procedures; and apply appropriate behavior-management techniques.
4. Identify and report all hazards/incidents to the Director of Administration.
5. Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
6. Cognitive and communication abilities needed to effectively plan and conduct activities to achieve developmental objectives.
7. Train staff in safe use of program equipment and supplies.
8. Ability to adapt to rough terrain, heat, and living outdoors.