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Description automatically generated with medium confidence**Day Camp Coordinator**

**Position Description:**

The Day Camp Coordinator is the leader and overseer of the Day Camp Team. This team is comprised of 8 Lead Counselors (LC), an Activities Director (AD), and a Crafts Director (CD). The responsibilities of the Coordinator are to ensure that all areas of Day Camp run effectively and meaningfully. The DC Coordinator is the backbone to the Day Camp team. This person is the go-to when a problem arises with campers that cannot be handled by the LC, when LC’s are needing support, when issues arise in staff relations and when programming is in need of support and guidance.

**Job Duties:**

**Responsibilities**

* Works alongside the Program Manager to effectively run Camp Zephyr Day Camp
* Oversee and support 8-10 lead counselors
* Exercise sound judgment and decision-making and assess and mitigate hazards
* Effectively build rapport with campers, counselors Zephyr Point staff, and camp parents
* Role-model inclusive behavior and facilitate a positive group culture
* Maintain high energy, positive attitude, and focus on campers’ and counselors’ safety and enjoyment of program
* Make group assignments weekly for campers and counselors
* Facilitate check in and check out daily at camp
* Jump into areas of camp that may need extra hands
* Meet special request by parents as appropriate
* Pick up campers who are getting pick up early or dropped off late
* At times administrative office work
* Participation in intentional community through Zephyr Point Summer Staff

**Other Duties as Assigned**All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Qualifications:**

**Required Qualifications**

* One year out of High School by June 2022
* Proof of COVID-19 vaccination
* Ability to pass a criminal background check
* At least 1 year working as Camp Zephyr Lead Counselor
* Proficient soft-skills necessary to support youth and children’s mental health and emotional challenges
* Strong decision-making skills, ability to work without direct supervision and adaptable to changing, dynamic environments
* Group management skills and delegating abilities
* Strength leading peers
* Professionalism in attitude and appearance
* Ability to manage self-care and energy throughout a busy and intense summer
* Passionate about the health and safety of children and youth while offering fun and freeing experiences for campers
* Previous leadership trainings

**Required Certifications – Must be obtained by the first day of camp**

Certifications must be valid through employment end date.

* CPR certification
* Children’s and adult first aid
* Youth Mental Health First Aid certification (free online training available)

**Preferred Qualifications**

* College degree or coursework in elementary education or other related fields such as leadership
* Proficiency in Spanish
* Previous experience working in a camp setting
* Experience in a peer leadership setting

## Required Physical Demands

* Ability to walk and stand on feet nearly 8 hours a day.
* Ability to walk up and down minimum of 20 flights of stairs a day with campers.
* Ability to withstand long days in the sun and heat as well as cold windy days.
* Ability to carry up to 35lbs

**Work Schedule:**

The Day Camp Lead Counselor position begins June 2nd, 2023 and terminate on August 13, 2023. Camp Zephyr is a day camp running consistently 8 weeks in the summer Monday-Friday 8:00-4:30. Coordinators should expect to work those hours consistently with a few longer days per week. Coordinators should expect to work some hours after hours of camp to complete administrative tasks.

## Compensation and Benefits:

Compensation $4000 for the summer

Lakefront housing

Meals during programs

Travel stipends

Certification stipends

To apply, please complete online or download and submit the application found at <https://www.zephyrpoint.org/join-our-team/deadline-application/>. For questions regarding the position please contact [kwasko@zehyrpoint.org.](mailto:kwasko@zehyrpoint.org)