

Position: **Activity Coordinator**



Desired Qualifications

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

Responsible To

Assistant Camp Director

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 specialty camp activities
- Assist Directors to teach and support staff in their program activity responsibilities
- Operate Trading Post
- Assist in conducting initial and end of season inventory and storage
- Teach and monitor proper use of equipment.
- Check equipment for safety and working condition, make repair requests as needed.
- Maintain and submit records on all participants, in order to prepare weekly awards
- Conduct daily check of equipment in program areas for safety, cleanliness, and good repair.
- Submit orders for equipment and supplies as needed, to the Camp Director, to ensure program activities operate as planned.
- Provide leadership for and coordinate activities for the Friday Fun Day.
- Assist campers in emergency procedures such as fire drills.
- Lead traditional camp activities including: Flag, Kapers, Night Activity, Polar Bear, Smores, Mail Call and afternoon Specialty 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 Natoma 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 Operations.
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 at Camp Natoma.