



AnBryce Foundation Camp Dogwood Summer Academy

Job Title: Activities Coordinator

Classification: Seasonal

Reports to: Director of Summer Residential Programs

Position Purpose

To further Camp Dogwood's mission through the planning and delivering program activities and events, in line with the annual AnBryce Foundation curriculum. Design and deliver program activities that are safe, fun, educational, and appropriate to the campers' age and abilities. Assist in managing the overall camp operation at the direction of the Director of Summer Residential Programs.

Qualifications

- Experience in administrative roles at a summer camp or similar.
- Experience in the development and delivery of programs and activities for a similar population.
- Experience instructing a program or related experience.
- Must submit health history record, examination form and negative Covid-19 test before the first day of work.
- Current certification in first aid and CPR
- College degree
- Attend camp staff orientation
- Full vaccination plus booster shot must be completed one (1) month before staff orientation with vaccination card documentation

Essential Job Functions

Deliver a fun educational program to campers.

- Ensure lesson plans are prepared and implemented that meet camp outcomes and the abilities of the campers.
- Evaluate program delivery abilities of staff.
- Deliver progressive program activities, including coordination with Special Guests & Workshop Facilitators
- Evaluate the program's success and the development of the campers' abilities and skills in various program activities.
- Coordinate all camp programs and activities with other staff.
- Supervise the activities assistant in his/her performance of duties.
- Learn and implement Camp Dogwood traditions such as leading the Tree Ceremony

Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.

- Assist in the implementation of staff training.
- Provide guidelines for programs utilizing camp equipment.

- Ensure campers and staff follow safety procedures in all program areas.

Assist in the management and care of the physical facilities and equipment in all program areas.

- Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
- Ensure that program areas are kept free of hazards and debris.

Supervise and evaluate counselors to develop and implement all facets of camp program activities

- Regularly monitor the work of counselors.
- Provide feedback and guidance to counselors.
- Provide recommendations and concerns to the Director of Summer Residential Programs regarding counselors' performances.

Develop and implement schedules and records for all areas of camp programs and facilities.

- Create camper and group program and activity schedules with Assistant Director.
- Develop and supervise staff schedules for programs and activities.
- Collect and evaluate records; report and evaluate the camp program and activity areas.

Other Job Duties

- Assist with curriculum oversight
- Manage implementation of the curriculum in the absence of Curriculum Coordinator
- Attend administrative staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Participate as a camp staff team member to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Provide ongoing program ideas to activity staff.

Qualifications

- Experience in administrative roles at a summer camp
- Experience in the development and delivery of programs and activities for a similar population.
- Current instructional certification in a program or related experience
- Current certification in first aid and CPR

Knowledge, Skills, and Abilities

- Must have training and experience in teaching programs to adults and children.
- Must have the desire and ability to work with children outdoors.

Physical Aspects of the Position

- Can communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe participant behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

- Must have visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess the strength and endurance required to maintain constant supervision of campers

The position's physical requirements could be endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities. This role requires a standard range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift to 50 lbs.; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, varying weather and water conditions, and animals such as bugs, snakes, bats, etc.