



# BAY CLIFF HEALTH CAMP

Children's Summer Therapy Camp

## Program Coordinator: Seasonal

RESPONSIBLE TO: **Program Director**

The Program Coordinators provide leadership and direction for all activities of the Program Department. They develop and communicate the daily evening all-camp activities, weekend programs, and special events, and plan and facilitate the daily Teen Program activities and special events.

### MINIMUM QUALIFICATIONS:

**Must be:**

- A strong leader.
- Problem solver with proven organizational abilities, strong communication skills, and flexibility and creativity.
- An effective public speaker.
- Able to maintain a positive outlook and to encourage cooperation.
- Desire to live and work in a camp setting.
- Must be at least 18 years of age and at least one year out of high school.

### PHYSICAL REQUIREMENTS:

**Ability to:**

- Carry out all physical requirements within the Bay Cliff Health Camp Safety Plan.
- Move safely across uneven surfaces.
- Sit/stand for long periods of time.
- Transport light to moderate objects short distances.
- Lift light objects from one level to another.
- Make healthy decisions to promote physical and emotional stamina.

### LEADERSHIP RESPONSIBILITIES:

- Lead, plan, and facilitate full camp activities and special events.
- Present and explain various procedures at camp as assigned and orient all staff to the operations of the Program Office.
- Lead songs, skits, and other team-building activities.
- Lead, plan, and facilitate all Teen activities and special events.
- Assist Teen campers in learning social skills that will help them develop healthy relationships with others.
- Ensure staff supervision for the Teen Center at all times in which campers are present.

## **BAY CLIFF HEALTH CAMP - PROGRAM COORDINATOR: SEASONAL**

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### **GENERAL RESPONSIBILITIES:**

- Review the Program calendar and documentation, and Program Coordinator notes from previous summers.
- Facilitate and maintain the cleanliness of Program spaces such as the Program Office, Teen Center, Campout Room, and Costume Room.
- Facilitate a check-out system for camping equipment, distribute equipment accordingly, and maintain the upkeep of all camping equipment.
- Meet regularly with the Program Director.
- Keep copies of relevant schedules, handouts, event procedures, etc. in the Program Drive and/or Program manual.
- Comply with all end-of-camp responsibilities for this role.