

Camp Aldersgate, Inc.

Mission: Creating life-changing experiences for individuals with special needs.

Vision: Inspiring a barrier-free future.

Values: Love and acceptance, inclusion, collaboration, excellence, innovation

Job Description: Program Coordinator

JOB SUMMARY: The purpose of the Program Coordinator is to work with the department to plan and facilitate camp programs for the organization. This position uses Camp's resources to implement creative and unique experiences for camp participants to meet the mission of the organization. The Program Coordinator can be assigned as the camp lead in collaboration with the Program Manager and serves as an integral member of the program team and represents the Camp's core values both internally and externally. This position is backup for the Program Manager.

RESPONSIBLE TO: Program Manager

DEPARTMENT: Programs

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Support and Facilitate Programs
 - Plan and implement assigned camp sessions and programmatic events either onsite or at other offsite locations.
 - Develop the camp schedules for the assigned camps whether weekend, summer or Specialty camp.
 - Serve as the on-site/on-call coordinator to the assigned camp programs and provide back-up to the Program Manager.
 - Identify risks and challenges and respond proactively with solutions that prioritize safety and the camper experience.
 - Ensure staff and program compliance with the organization's policies and procedures.
 - Lead and motivate seasonal staff and Counselors In Training (CITs).
 - Lead the program team with the recruiting, hiring, training, and evaluating seasonal staff and CITs.
 - Responsible for maintaining program equipment and activity supplies.
 - Recommend improvements to programs and activities.
 - Communicate program needs and concerns effectively.
 - Willingness to specialize in program areas and to oversee and train seasonal staff and CITs.
 - Provide training for lifeguards and maintain lifeguard instructor certification.
 - Create closing ceremony agenda when assigned to the camp session.

- Foster Relationships
 - Attend and hold seasonal staff and CIT meetings as necessary.
 - Maintain communication with seasonal support staff.
 - Maintain a positive and open rapport with parents, campers, volunteers, agencies, associations, and other stakeholders.
 - Foster relationships with stakeholders and partnering agencies.

OTHER JOB DUTIES:

- Represent Camp
 - Provide overall hospitality and great customer service.
 - Advance public awareness of the Camp through speeches, presentations and interviews as needed.
 - Frequently interact with the public to represent camp.
- Participate as a member of the program team to deliver and supervise assigned weekend and summer residential programs, overnight and evening programs, special events, large group activities, and facility rentals.
- Perform other duties as assigned.

EQUIPMENT USED:

- Frequently operate computer and office equipment
- Frequently operate golf cart, AV equipment and sound system
- Frequently use outdoor camp equipment and water vessels such as canoes
- Occasionally may use a ladder and operate hand tools including hammer and drill

PHYSICAL ASPECTS:

- Physical strength to lift up to 50 pounds and push a wheelchair
- Physical mobility and endurance to perform tasks while being stationary or moving for long periods of time (60 minutes or more)
- Occasionally exposed to extreme weather conditions including high temperatures during summer months
- Lifeguarding as needed
- Occasionally may be exposed to infectious diseases while assisting with personal care and first aid of campers

OTHER REQUIREMENTS:

- This position requires travel in personal vehicle and may require driving camp vehicles
- Work schedule is full-time forty (40) hours per week
- When needed, particularly during camp sessions, willingness to work weekends and more than 40 hours per week to complete tasks as requested.
- Maintain CPR and lifeguard certifications

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficient computer skills including Microsoft Office Suite and databases
- Effectively manage multiple projects by multi-tasking and prioritization
- Bring creativity to the activities of the program.
- Meet expectations under tight deadlines
- Willingness to learn new skills, systems, and processes
- Excellent written and verbal communication skills
- Demonstrated problem solving, time management, project management and organizational skills with attention to detail
- Strong work ethic including patience, customer service, dependability, initiative, and professionalism
- Team player possessing empathy for others to work effectively as a team
- Ability and willingness to uphold and support organization's mission, vision, and values

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in outdoor education, therapeutic recreation, public administration, social work, rehabilitation, or related field
- Minimum age of 22, a valid driver's license, and a clean driving record to fulfill the eligibility requirements to be covered by the camp's automobile insurance for driving camp vehicles

PREFERRED QUALIFICATIONS:

- Demonstrated experience in the development and delivery of programs and activities for individuals with disabilities and/or medical conditions
- Master's degree in outdoor education, recreation, public administration, social work, rehabilitation, or related field
- Currently hold or is pursuing Certified Therapeutic Recreation Specialist (CTRS)
- Current lifeguard or lifeguard instructor certification

CLASSIFICATION: Exempt, Full-Time

APPROVED AND ACKNOWLEDGED:

Signature of Program Coordinator

Date

Signature of Program Manager

Date

Signature of Program Director

Date