

Job Title:	Summer Camp Coordinator	Job Category:	Summer – 9 weeks
Location:	Camp DeWolfe	Travel Required:	No
Salary Range/ Benefits:	Paid \$500 per week, plus free on-site meeting hall apartment housing and meals during sessions	Position Type:	Contract
HR Contact:	Matt Tees	Date posted:	September
Employment Details:	Summer	Posting Expires:	January

Applications Accepted By:

E-mail:

mtees@campdewolfe.org

Mail:

Matt Tees
 Camp DeWolfe
 P.O. Box 487
 408 North Side Road, Wading River NY 11792

Job Description

Job Purpose:

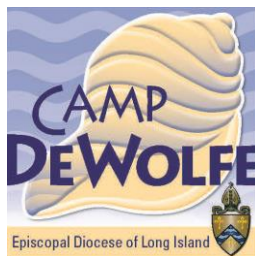
- Create a safe, inspiring and wholesome summer camp program for youth and young adults that conveys the inclusive love and acceptance of God for all people and Christian values as expressed in the Episcopal tradition. Plan, direct, implement and supervise the Adventure Challenge, Waterfront and Summer Camp Programs.

Duties:

- Reports to Executive Director.
- Assist Executive Director in developing the summer program, including plan for supervising college staff.
- Responsible and supervisor for Unit Leaders and Counselors for summer program.
- Coordinate evaluations of campers, parents and staff.
- Coordinates thank you letters from campers to parishes/scholarships and from staff to campers.
- Coordinate and supervise the Challenge Course program – inspections, equipment, set-up, safety checks, records, rules, evaluations, policies and trainings.
- Coordinate and supervise the Waterfront Program, operating the Rescue Boat during waterfront sessions – inspections, equipment, set-up, safety checks, records, rules, evaluations, policies and trainings.
- Coordinate and supervise the Leaders-In-Training Program, ensuring the LIT counselors are leading their program and activities.

408 North Side Road, P.O. Box 487, Wading River, NY 11792

office@campdewolfe.org www.campdewolfe.org T: 631 929-4325 F: 631 929-6553

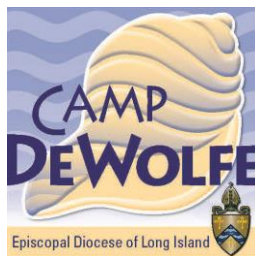


- Develop and manage all programs of the Summer Camp Program.
- Update and Implement the summer program and activity schedules and perform leadership for all program activities and registrations. Develop a daily and weekly schedule including the special activities of the camp. Responsible for the day to day functioning of program activities.
- Supervise and manage day camper schedules, activities, arrival and departures.
- Work with chaplains and other staff in Christian Formation program.
- Responsible for ordering and administration of camp supplies for all programs. Responsible for keeping staff office and staff lounge clean and organized using rotation staff schedule as needed.
- Insure ongoing support and supervision for all program staff and campers, meeting with the counselors as a group daily and individually as needed. Coordinate and supervise counselors and activity staff including waterfront staff.
- Develop, implement and support the staff in a staff training program. Training, equipping and supervising summer staff, ensuring that Safe Church and ACA guidelines are met. Offer appropriate guidance to counselors and campers with regard to compliance with camp policies, rules and procedures.
- Teach the camp rules to each new session of campers and help enforce them.
- In keeping with the Community Covenant Policies, the Coordinator is expected to lead and maintain a positive, safe, nurturing environment, free of bullying and free of all inappropriate physical contact. They must report all unsafe situations and events as well as all interventions to the Executive Director.
- Act as a role model in all areas, and in particular, help to foster Christian community.
- Mediate inter-personal difficulties between counselors and campers.
- Guide the counselors with their cabin groups and individual campers in participating successfully in all aspects of camp activity and help each camper adjust and grow in the daily living with campers and camp life. Recognize and respond appropriately to inter-personal problems within the staff group.
- Set a good example for all staff and campers and others including appropriate language and dress, punctuality, the sharing of clean-up and other chores, compliance with the ban of use of tobacco products, alcohol and drugs, and display of good sportsmanship and proper table manners.
- Encourage a positive spirit within the counselor team and cabin groups and participate along with their staff in group events and program activities, as appropriate, and in singing camp songs.
- Encourage respect for all other persons, the personal property of others, all camp property, equipment and facilities. Promote good public relations with campers' parents and visitors.
- As a leader of a Christian community, participate with enthusiasm in chapel, grace and other group worship.
- Supervise campers/counselors in nightly devotions held in the cabins.
- Participate and lead weekly prayer groups for staff members.
- Any additional duties or tasks, going above and beyond to make sure campers, retreat guests and staff have a safe and positive experience at Camp DeWolfe.

408 North Side Road, P.O. Box 487, Wading River, NY 11792

office@campdewolfe.org www.campdewolfe.org T: 631 929-4325 F: 631 929-6553

SUMMER CAMPING PROGRAMS & FOUR SEASON RETREAT CENTER



Minimum Qualifications:

- At least 21 years of age.
- 4-year college degree minimum.
- At least 2 years supervisory and camp experience.
- Ability and experience in supervising staff and leadership skills are essential.
- Ability to creatively schedule programs and activities.
- Ability to work independently, efficiently, and professionally, without supervision.
- Organizational skills, good time management skills and ability to take initiative are essential.
- Personal teaching skills for a specialized activity along with swimming ability.
- American Red Cross Standard First Aid/CPR required in advance.
- Training and experience in Adventure Challenge Facilitation.
- Desire and ability to work with youth in the outdoors among a Christian community; ability to relate to peer group, accept supervision and guidance, and assist in teaching an activity.
- Good character, integrity, hard work ethic, judgment and adaptability, enthusiasm, sense of humor, patience and self-control.

408 North Side Road, P.O. Box 487, Wading River, NY 11792
office@campdewolfe.org www.campdewolfe.org T: 631 929-4325 F: 631 929-6553

SUMMER CAMPING PROGRAMS & FOUR SEASON RETREAT CENTER