

## Summer Camp Job Posting

<b>Position:</b>	<b>Camp Coordinator</b>
<b>Company:</b>	IDEAS Camp
<b>Job Location(s):</b>	Saint Anne's School, Annapolis MD
<b>Start Date:</b>	June 17, 2016
<b>Employment Term:</b>	Temporary 7-8 weeks
<b>Employment Type:</b>	Full Time
<b>Starting Salary Range:</b>	TBA
<b>Required Education:</b>	High School Graduate
<b>Required Experience:</b>	3 years
<b>Required Security Clearance:</b>	Full Criminal and Sex Offender Background Check Will Be Conducted
<b>Related Categories:</b>	Education - K12, Seasonal/Temporary, Childcare/Daycare/Nannies

### Company Description

IDEAS Camp is the provider of summer day camps for the Saint Anne's School. Our mission is to enrich the lives of children by simultaneously fostering fun and building character. Leadership, teamwork, preparation, initiative, and effort are life skills echoed repeatedly throughout our curriculum. We hire experienced and extraordinary teachers, coaches, and students of education, who are dedicated to cultivating these skills. Our staff is united by a desire to uphold and demonstrate our core values:

- **Safety:** The core decision factor in how we prepare and all we do
- **Fun:** Every day, every project and every experience
- **Customer Service:** Towards everyone: campers, parents, staff members, the school
- **Courtesy:** Warm and welcoming at all times. Positive attitudes shape us
- **Friendship:** Fostering friendships and opportunities for both campers and staff
- **Value:** Best in show experience without cutting corners
- **Communication:** Over-communication and do so proactively
- **Integrity:** Maintaining the core values of the company, the school and yourself
- **Honesty:** Open with one another at all times. The opposite is to not be honest with someone else or yourself
- **Creating "WOW!" Experiences:** Exceeding expectations to "WOW!" everyone & everything we do

## The Job

Reporting directly to the Site Leader, the role of the Camp Coordinator is to ensure the quality, safety, and success of camp. This leadership position will work closely with Headquarters and the on-site staff to complete administrative functions and customer service duties. The Camp Coordinator will also work closely with camp counselors to ensure that all IDEAS Camp values, policies, and procedures are being upheld.

An IDEAS Camp Camp Coordinator is the ultimate leader and role model; always fostering a positive, high energy, life-changing experience for the counselors and campers. Inspiring the campers to reach full potential, a Camp Coordinator is a steward of IDEAS Camp' core values.

A Camp Coordinator is a customer experience agent who finds innovative ways to connect with IDEAS Camp families to provide constant camper feedback and ensure the safety of campers.

### ***Position: Camp Coordinator***

## The Work

### Pre-camp

- Tap into your existing teaching, professional, and personal network to help recruit and retain staff for your site.
- Provide curriculum feedback and input, including schedules, activities, policies, and procedures.
- Attend leadership training in early May.
- Attend and help facilitate counselor's trainings in mid-May and June.
- Participate in all required webinars and online trainings.
- Mobilization of site (set up, equipment organization, operational & logistics planning).

### Camp

- Demonstrate and uphold our core values at all times.
- Assist the Site Leader in all camp related issues.
- Print camp reports daily to distribute to the Program Leaders at the morning meeting.
- Update and maintain the Service Recovery platform.
- Maintain an accurate daily attendance and tardiness list for each program.
- Maintain and report accurate payroll records.
- Check and return all phone messages throughout the day / serve as a primary customer and headquarter phone contact during camp hours.
- Maintain an accurate inventory of all camp materials including technology, eye black, and print collateral.
- Coordinate the early pickup of campers and ensure that they are in the right place at the right time.
- Coordinate aftercare pickups and camper schedules.
- Coordinate the camp's dissemination of runners to as needed areas throughout camp.
- Coordinate the camp's rescue rangers to areas of the camp that may need additional staff.
- Coordinate the camp's Before Care and After Care to ensure adequate staffing.

- Work with the Talent Department to monitor counselor timesheets, schedules, tardiness, and attendance.
- Maintain the organization and flow of the camp office.
- Communicate respectfully and clearly with parents to resolve all issues. This will be performed on the phone as well in-person.
- Implement the IDEAS Camp policies, procedures, and safety protocols.
- Participate in all required team meetings.
- Attend all special camp events and trainings.
- Interact with families to ensure that each camper has a positive camp experience.
- Assist with office set up/clean up.
- Take on additional responsibilities as identified or requested by the Site Leader.

### **The Requirements**

- 21 years old or older
- Minimum 3-year experience teaching or working with children.
- Preferred: completion of or pursuing a degree in an education-related field.
- Technologically proficient in Microsoft Office, Google Docs, Dropbox, Trello, iPad or any other cloud-based management tool
- Technologically proficient with scanners and mobile devices.

### **The Character**

- Belief in our values and culture.
- Belief that you can make a difference in the lives of children.
- Highly detailed oriented.
- Emotionally intelligent.
- Passion for teaching and working with children.
- Vocal, energetic, and enthusiastic leader that possesses a great sense of humor.
- Coachable and able to take constructive performance feedback and be willing to learn/improve from it.
- Creative, empathetic, kind, patient, cooperative and warm spirit.
- Capacity to maintain a positive attitude in every circumstance.
- Desire to solve problems, assume responsibility beyond what's asked, and take initiative for positive change.
- Comfort with public speaking and communicating (to parents, leadership, staff and groups of campers).
- Flexibility and emphasis on team over self.
- Desire and flexibility to stay at camp until the completion of each day's work.

***IDEAS Camp is an Equal Opportunity Employer.***