

# **Camp Adler – 2010**

## **Camp Coordinator**

### **Job Description**

**Position:** *Camp Coordinator*

**Reports To:** **Program Director**

**Compensation:** *\$1500 Per Session (3Weeks)*

**Responsibilities:** This position will be responsible to the Program Director for:

#### **Camp Communication and Attendance:**

- Collect and review daily attendance records provided by Tribe Leaders.
- Check-in late camper arrivals and escort to appropriate class location.
- Make sure all campers are picked up at end of camp day.
- Act as the liaison between parents, campers, faculty, tribe leaders and administrative staff.
- Meet daily near day end with Program Director to debrief about day. Deliver any incident reports and discuss any pertinent information pertaining to that current or next day.

#### **Manage Tribe Leaders:**

- Responsible for the oversight of tribe activities and turn around times.
- Schedule and meet with Tribe Leaders at the beginning of each camp day to discuss the day's activities and issues.
- Dismiss Tribe Leaders at end of camp day when all assigned tasks are complete.
- Facilitate and maintain camp schedule as a priority to ensure the safety of campers while on the Adler premises.
- Facilitate Camp wide Theme Days
- Plan and organize lunchtime and turn-around time activities which engage campers

#### **Maintenance and Supplies:**

- Secure and set-up tent for the beginning of each camp session and break down at the conclusion of each camp session.
- Prepare tent daily during class time for the next activity/turn around.

- Maintain inventory of basic supplies needed for the efficient operation of camp, such as paper products, cleaning supplies, etc. Notify Registrar if additional supplies are required.
- Manage maintenance requests from faculty and notify Program Director if necessary.

### **Orientation**

- Mandatory attendance and presentation at orientation session(s).

### **Celebration of the Arts**

- Participate and facilitate the planning of Celebration of the Arts with Department Chairs. Secure review and approval with the Program Director.
- Prepare presentation spaces for Celebration of the Arts with the assistance of Tribe Leaders.
- Assign Tribe Leaders schedules for the facilitation of Celebration.
- Greet families and guest and be available to answer any questions and or provide assistance.