



Summer Jr High Camp Coordinator

Job Description

The Summer Jr High Camp Coordinator facilitates the program by leading, coordinating, developing and maintaining a quality summer program for children entering 5th-8th grade. They must remain current on the trends and offerings that are relevant to the age group regarding activities and daily programming.

General Responsibilities

The position of Summer Jr High Camp Coordinator is part-time and temporary (summer only).

Key Tasks and Responsibilities

- Ensure the safety of the children that are in their care.
- Develop age-appropriate activities and daily programming in coordination with the Preschool Director and Elementary Camp Coordinator.
- Keep in constant communication with parents/guardians as to behavior, health, or other issues. Report any parent complaints to Preschool Director.
- Monitor children, always assessing for safety.
- Deliver reports on potential concerns about students to management as needed.
- Develop a parent/student handbook.
- Responsible for all employee scheduling, including staff vacation and obtaining coverage for sick time.
- Responsible to hire staff, organize orientation for staff, schedule staff for the duration of the summer program, and train/coach staff.
- Coordinate with the front office staff for all documents, flyers, sign-up sheets, etc.
- Maintain a professional relationship with staff, and able to provide coaching as needed

Minimum Requirements

Spiritual and Personal

- Maintain a life of personal and spiritual development and accountability.
- Refrain from any social or private behavior considered or interpreted as unbecoming of a devoted follower of Christ. This includes personal social media presence.

Professional

- Qualify for all state standards such as a background check, etc.
- Minimum of two (2) years of experience in childhood development.
- Excellent verbal and written communication skills.
- Passion for Serving the Church and children.

Note: Nothing in this job description restricts managements right to assign or reassign duties and responsibilities to this job at any time.

Summer Day Camp Coordinator

Date

Preschool Director

Date