

## **Job Description: Weekend Program Coordinator**

**Reports to: Camps Program Manager, Camps Client Relations Manager, Camps Director**  
**Employment Status: Offseason Hourly, Seasonal Salaried**

**Purpose:** Deliver an intentional, safe, high quality experience for Joy guests and campers.

**Typical Schedule:** January-May: As Needed, May-August: generally Wednesday to Sunday

### **Minimum Qualifications:**

1. 21+ years of age.
2. A bachelor's degree or 4+ season's camp programming experience preferred.
3. Previous experience in program development, scheduling, group logistics and leadership.
4. Strong communication and organizational skills. Flexibility and embrace of spontaneity a must.
5. Previous supervisory and leadership experience preferred. Significant camp leadership is a plus.
6. Superb customer service standards.
7. Ability to communicate and coordinate staff, campers, groups, parents and other Joy departments.
8. Ability to maintain positive, active professionalism for over 12 hours a day on diverse landscapes and during inclement weather.
9. Valid driver's license.

### **Primary Responsibilities:**

1. Oversee high quality weekend program experiences.
2. Try to attend the dozen or so program planning meetings with Camps Managers and/or Camps Director in offseason.
3. Finalize and disseminate the weekend camp schedules. Drafts are reviewed 2-3 week prior to program start. The schedule review process lead changes with each program. The weekend camps schedules are reviewed with the Camps Program Manager. Final schedules and all program write-ups are approved no later than one week to program start. This includes activity assignments/flow, meal details, trip plans and other logistical frameworks as they are designed.
4. Review and update Camp Brain as you prepare each program. Collaborate with the Camps Program Manager, other camp coordinators and other Camp Joy teams to oversee sharing of space, resources, staff, and equipment. This is especially important on any days outside of Saturday and Sunday.
5. Coordinate resource reservations for weekends where multiple programs occur.
6. Sort campers into cabin groups in a clear, organized, efficient and intentional way. This is to be done prior to the first day of each session.
7. Prepare and print appropriate lists for nurses, dining hall, support staff, clients and counselors. Prepare a "list of lists" prior to your first weekend program.
8. Communicate to weekend staff client specific programming needs and changes as they arise.
9. Review each 3-week crossover matrix with Program Coordinators to intentionally schedule weekend counselors. Schedule weekend auxiliary staff 3 weeks prior to their programs. Communicate expectation well in advance.
10. Support staff and their development through a thoughtful staff training and evaluation process.
11. Oversee and support camp program operations from check-in to check-out. Serve as the main point of contact for all weekend problem solving.
12. Support staff and camper needs to the best of your ability.
13. Support camper discipline/mediation processes.
14. Act as point of contact for parents and contractors.
15. Work with the Camps Director to innovate exciting evening programs that are in-line with the overall summer theme, vision and Joy program standards.
16. Support other camp programming as needed.

**Primary Responsibilities:** *continued*

17. Actively lead weekend team meetings that occur before and at the end of each program. Actively contribute to the all staff meetings.
18. Always have a rainplan...
19. Prepare the end of program slideshows. Reinforce best practices for photo/video collection and organization.
20. Follow and uphold Camp Joy policies/procedures. Act as a role model to other leaders and staff.
21. Plan the End of Summer Celebration with other coordinators and the Camps Director.
22. Perform on-call duties when you are scheduled. Serve as a leader during any camp emergencies. Communicate to other camp leaders, specifically the Camps Director when necessary.
23. Complete paperwork on-time: incident reports, health screens, course usage forms, etc...

**Observable Behaviors:**

**1. Customer Service**

- a. **Role Model:** provide positive interactions with campers, parents, and clients, and demonstrate positive behavior management.
- b. **Positive Relationships:** learn camper's and parent names, interact with campers, and create opportunities for campers to learn and make friends.
- c. Respond effectively and efficiently to client, parent, staff, and camper needs.

**2. Teamwork**

- a. **Flexible:** adapt positively to camp and schedule changes and be willing to jump in where needed.
- b. **Effective Communication:** maintain open communication with campers, clients, parents, and staff.
- c. **Inspire:** keep summer staff motivated and energized all summer long.

**3. Work Quality**

- a. **Professionalism:** Deliver a high quality, professional, and safe Joy experience.
- b. **Timeliness:** Arrive on time and prepared for all programs, meetings, and tasks.
- c. **Initiative:** Complete all tasks in a timely and professional manner.

**Measurable Goals:**

1. Receive an average of "meets or exceeds expectations" on staff evaluation form.
2. Receive a 3.80 or higher during client evaluations.