

## SummerKids Day Camp Activities Coordinator

### Job Overview:

The activities coordinator will be the first line of support for instructors and counselors in regards to planned activities and materials at Camp. This person will order, organize, and distribute activity materials each day. They will serve as supervisor for our teenage counselors in training, and periodically act as on site supervisor. Additional leadership tasks will be determined based on mutual understanding of strengths and goals amongst our leadership team. The activities coordinator will work alongside the camp director, assistant director, instructors, and counselors. We strive to create an environment where each camper and staff member has a sense of belonging, opportunities to share passions, and a place to thrive.

### Qualification:

The activities coordinator should have strong organizational skills, leadership experience, and the ability to be a mentor. A First Aid/CPR certification is required by the position start date. There will be an opportunity to take this course with other Camp Fire staff prior to the start of all staff training. A four year degree, or equivalent experience in a camp or education environment is favorable. Camp Fire recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. Applicants who do not meet the minimum qualification, but present other qualifications or experience equivalent to those required will be considered and are encouraged to apply.

### Timeline:

This is a seasonal full time 40 hour a week position. Hours vary depending upon program needs, program hours are from 7:30am - 5:30pm.

Start date will be during the last two weeks of May on a part time basis. The exact date will be based on mutual agreement between the director, assistant director and activities coordinator.

Week of June 11th: Camp preparations and staff training

June 18th - August 17th: SummerKids Camp Sessions

Week of August 20th and 27th: Possible camp closing details

### Benefits:

By joining our team you are joining a community of passionate educators who work hard to make a positive impact on the community and provide opportunities for local youth. If you have kids, they can come to camp for free!

During the summer you can expand your resume and gain valuable experience in:

Supervision	Leadership	Group management
Teaching	Communication	Planning and organizing
Mentorship	Activity preparation	And much more

Camp Fire is a fully inclusive organization providing opportunities for individuals of all backgrounds to learn and grow. We offer a robust scholarship program to make our programs accessible to all youth and have no religious affiliation. Learn more about Camp Fire Central Oregon at [campfireco.org](http://campfireco.org).

Compensation will range from \$12.50-13.00 per hour.

To apply, please email your resume, cover letter, and two references to [jobs@campfireco.org](mailto:jobs@campfireco.org) with subject line "SummerKids Activities Coordinator 2018 [Your last name]".

Camp Fire will respond to each application we receive and will begin reviewing applications on February 26th on a rolling basis.