

**SummerKids Day Camp Activities Coordinator** (seasonal temporary)

**Job Overview:**

The activities coordinator is an integral part of the 4 person leadership team at camp and will periodically act as on-site supervisor as needed. The specific focus for the activities coordinator is to be the first line of support for instructors and counselors in regards to planned activities and materials at camp. They will help write and prepare curricula, support the learning and implementing of the activities, as well as order, organize, and distribute materials each day. 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 directors, assistant director, instructors, and counselors to create an environment where each camper and staff member has a sense of belonging, opportunities to share passions, and a place to thrive.

**Qualifications:**

This position requires prior experience in youth development, strong organizational and communication skills, leadership experience, and the ability to be a mentor. The activities coordinator will also be creative, enthusiastic, patient, relationship oriented, and genuinely care about the well-being and development of our campers and other staff.

A First Aid/CPR certification is required by the start of summer programs. 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. However, 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 full time, 40 hour per week, seasonal 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 10th: Camp preparations and all staff training

June 17th - August 16th: SummerKids Camp Sessions

Week of August 19th and 23rd: Camp closing details (*may not be full time hours*)

*(There may be additional contract, full or part time opportunities with Camp Fire during the following school year.)*

**Benefits:**

Join a community of passionate educators who work hard to make a positive impact on the community and provide opportunities for local youth to find their sparks and thrive. 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 prides itself on being an inclusive organization and 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. Learn more about Camp Fire Central Oregon at [campfireco.org](http://campfireco.org).

**Compensation:**

Ranges from \$13.50 - \$14 per hour.

**To Apply:**

Email your resume, cover letter, and two references to [jobs@campfireco.org](mailto:jobs@campfireco.org) with subject line "SummerKids Activities Coordinator 2019 [Your last name]".

Camp Fire will begin reviewing applications the first week of April and hire on a rolling basis.