

# Achievement Centers for Children

## Job Description

**Job Title:** Summer Camp Activities Coordinator  
**Positions:** Activities, Field Sports Activities, Science and Nature Activities, Art Activities  
**Department:** Recreation Programs  
**Report to:** Manager of Camp Programs

### Position Overview

The Summer Activities Coordinator is responsible for the development and execution of age appropriate Summer Camp activities. The activity plan includes how to execute the activity, supplies and resources needed, developing the activities schedule, organizing, set up and clean up and supervising the activities. The activities will assure all camper needs are met. The Summer Activities Coordinator will engage appropriate practices that support social, emotional, cognitive, and communication development.

### Key Requirements

1. Plans, develops, and implements age-appropriate camp program activities.
2. Submits all camp program activities to Manager of Camp programs for approval two weeks prior to activity; including activity instructions, supplies and/or resources needed, completed project example, and goal of project.
3. Communicates and distributes all camp program activity material to camp coordinator(s) and counselors the first day of the camp session.
4. Supervises the execution, set-up and clean up, and participate in all developed camp program activities.
5. Documents and maintains an accurate and updated camp program activity resource notebook for each activity area. Include activity instruction, evaluation of the activity, recommendations and suggestions for future age-appropriate activities.
6. Manages direct care of campers without reluctance.
7. Assists campers as assigned or necessary with physical and personal care needs (feeding, diapering, toileting, hand washing, dressing, etc.).
8. Establishes good relationships with participants by initiating conversations and play activities.
9. Transitions out of typical duties as needed for staff needs, camp or camper emergencies, and security issues.
10. Provides on-site assistance for all summer camp programs.

### General

1. Promotes a positive image by representing the Recreation Division of Achievement Centers for Children in a courteous, professional manner
2. Adheres to all Policies and Procedures in the Achievement Centers for Children staff handbook
3. Promotes a team approach with in each camp program and throughout the agency
4. Works in family-centered partnerships with the individuals and families served by the Achievement Centers for Children
5. Practices safe work habits and contributes to ensuring a safe and healthful work environment.

6. Fosters and maintains good public relations with all community sources.
7. Conducts self with professional dignity; understands the importance of good human relations; able to motivate others; and possesses initiative and good judgment.
8. Attends all required training, staff information exchange sessions, and staff meetings; reports and discusses all incidents with camp coordinators, other counselors, and camp management.
11. Knowledgeable of camper's physical, social and personal care needs.
12. Uses age-appropriate language and interpersonal skills with campers and staff.
13. Abides by Camp Policy Compliance includes showing respect for personal property, camp equipment, and facilities; keeps personal and camp areas clean and safe at all times.
14. Reports any acts of maltreatment, neglect, and/or other violations of camp policies immediately to the camp coordinator and/or camp manager.
15. Maintains a positive and professional working relationship with campers and families, camp staff, and camp volunteers.
16. Perform other duties as assigned.

### **Education, Training, and/or Experience**

1. Minimum of One Year Experience working with children.
2. Minimum of One Year Experience in planning and executing age-appropriate, theme oriented activities and programs.
3. High School Diploma or G.E.D.

### **Personal Skills and Abilities**

1. Have experience working in group situations.
2. Show maturity and responsibility in all actions.
3. Display a sincere interest in working with our campers.
4. Must act in a professional manner.
5. Must be willing to work a flexible schedule.
6. Must be enthusiastic and creative.
7. Have the ability to treat all staff fairly and remain objective.

### **Physical Demands**

1. Assists in lifting children and adults.
2. Loads and unloads heavy supplies.
3. Actively participates in camp programs and activities.
4. Performs custodial and maintenance duties.
5. Helps feed and toilet special needs campers.

### **Working Condition**

1. Requires outdoor work in all weather conditions.
2. Some off-site travel may be required.
3. May be required to stay residentially.

*This job description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change in accordance with the needs of the Achievement Centers for Children.*