



Job Title:	Camp Coordinator	Job Category:	Full Time
FLSA Status:	Non-Exempt/ Hourly	Position Type:	Seasonal
Reports To:	Youth Programs Manager	Supervises:	Counselors, Jr. Counselors, and Campers
Pay Scale:	DOE		
Expected Schedule:	40hrs a week, June 2nd - August 26 th		
Benefits:	Seasonal BASE Pass (June-August), Pro-deals, potential housing opportunities		

POSITION SUMMARY

Set the tone for an incredible summer at Camp Big Sky! Camp Coordinators are responsible for 20-40 campers and 2-8 counselors/junior counselors. Basic job functions include organizing supplies for activities, activity facilitation, camper behavior management, mentoring counselors and junior counselors, and communicating with parents as necessary. As a Camp Coordinator, you help to create an environment where campers and counselors can be their truest selves.

ESSENTIAL JOB FUNCTIONS

- Create and maintain meaningful connections with campers, staff, and parents/caregivers.
- Provide training, support, and active feedback for counselors and junior counselors.
- Assist Youth Programs Manager with the implementation of camp activities, including writing adequate instructions and organizing materials for camp activities.
- Help create a camp culture that is inclusive, supportive, and encourages growth in campers and staff.
- Model effective behavior management techniques and support counselors with their behavior management skills.
- Ensure camp is being properly set up and camp spaces are cleaned to a high standard daily.
- Help prepare and administer morning and afternoon snacks.
- Help lead educational outdoor programming and model effective group facilitation.
- Communicate with the Youth Programs Manager about any pertinent issues with campers.
- Communicate with youth and staff from a variety of backgrounds, including during emergency situations, while facilitating or providing instruction, and while providing feedback.

PREFERRED EDUCATION | EXPERIENCE | CERTIFICATIONS

- Bachelor’s degree in child development related field preferred.
- Prior experience working in a leadership role in a summer camp or similar setting preferred.
- Experience with youth behavior management and child abuse prevention.
- Experience working with youth from a variety of backgrounds.
- CPR, First Aid, and AED certification or willingness to obtain certifications required.
- Ability to pass background check required.



PHYSICAL REQUIREMENTS

- Ability and preparedness to work in rapidly changing weather conditions.
- Physical strength and endurance to maintain constant supervision of campers and to assist campers in an emergency (fire, evacuation, illness, or injury), and to respond to first aid situations.
- Ability to lift 50 pounds.

DISCLAIMER AND ACKNOWLEDGMENT

This job description is only a summary of typical functions and essential duties being performed by individuals assigned to this position. The actual duties, roles and responsibilities may differ slightly from this job description and this is not intended to be an exhaustive list. In signing this form, I understand the position's requirements and I acknowledge that I can perform these essential job functions satisfactorily, as outlined above.

Employee's Signature		Date:	
Employee Name (print)			
Approved By:		Date:	
Last Updated By:	Carson Jacobs-Forster	Date:	1.30.2025