



About BSCO

The Big Sky Community Organization connects our community through exceptional facilities, trails, parks and programs. With a focus on stewardship, inclusivity and well-being, BSCO creates opportunities for our community to thrive in Big Sky.

Our Team

We work collaboratively and strategically to guide the organization and its culture into the next chapter in a way that empowers staff, fosters transparency, and keeps our community at the heart of what we do. Through clear communication, we navigate the hard, complex work with intention, driving meaningful progress that meets the needs of Big Sky.

What we value

- Access
- Inclusivity
- Health + Wellness
- Trust
- Responsibility



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| Job Title | Camp Coordinator |
| Type | Seasonal Camp |
| FLSA Status | Non-Exempt, Hourly |
| Supervisor | Youth Programs Manager |
| Wage | \$22-24, DOE |
| Expected Schedule | 36-40 hrs/week, June 2 nd - August 26 th |

Position Summary

Set the tone for an incredible summer at Camp Big Sky! Camp Coordinators supervise, engage with, and empower up to 60 campers and provide mentorship and accountability to 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.

Key Responsibilities

- **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.**

Qualifications

Required

- 1. CPR, First Aid, and AED certification or willingness to obtain certifications.**
- 2. Ability to pass background check.**

Preferred

- 1. Prior experience working in a leadership role in a summer camp or similar setting.**
- 2. Experience working with youth from a variety of backgrounds.**
- 3. Experience with youth behavior management and child abuse prevention.**
- 4. Bachelor's degree in child development related field.**



Core Competencies

- *Committed to BSCO's mission and values*
- *Strong teamwork and collaboration skills*
- *Excellent communications and interpersonal skills*
- *Ability to work independently and as part of a team*
- *Ability to time manage*
- *Ability to manage several priorities*

Work Environment + Physical Requirements

- *Outdoor and mixed environment: most of our programming occurs outside; campus has shade structures and yurts; field trips to various trails, parks, etc.*
- *Physical Demands: Lifting 25lb+, ability to work in variable 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*

Compensation and Benefits

- Seasonal Camp Big Sky Employee

This job description is intended to describe the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications required. The organization reserves the right to modify, add, or remove duties as necessary. This job description does not constitute an employment contract or offer of employment. Employment with The Big Sky Community Organization is governed by the state of Montana and any applicable policies.