Summer Program Coordinator

Supervision: Executive Director and Program Specialist.

Compensation: $500-550 per week based on experience, room and board, paid training including First-Aid/CPR. Academic credit available with prior coordination with camp and program.

Job Description: The Program Coordinator will work with the Executive Director, Summer Program Specialist, Camp Deans and Chaplains to coordinate the programs and activities of each Birchwood Camp session. This role oversees all set-up and break-down of activities and acts as point person when the director team is otherwise engaged. The Program Coordinator helps the director team oversee Counselors in Training. The Program Coordinator serves as a Main Camp support and communication person during wilderness camps.

Responsibilities:

1. Gather supplies for programming as requested by Camp Deans, and coordinate staff and volunteers for programming, as needed.
2. Oversee all set-up and break-down of camp activities throughout the day, including but not limited to program, waterfront, archery, night games, and special events.
3. Communicate with Birchwood staff to ensure all materials are gathered for activities ahead of time and that schedule is running efficiently.
4. Assist Director and Specialist with supervising Counselors in Training during their time at camp, as appropriate.
5. Communicate with the Executive Director and other staff as to the needs and concerns of campers and staff.
6. Delegate tasks to staff members and assist in completing projects.
7. Photograph activities throughout the week or train and assign staff to take photos, ensuring that there are photos of every child. Select and edit photos that are representative of the week to upload to the photo system.
8. Take cabin and all-camp photographs at the end of each week.
9. Manage Birchwood's social media accounts in an active and professional way that reflects Birchwood's spirit.
10. Create an end-of-session slide show and/or video and present by the last day of the session.
11. Assist the director in managing a shared folder of marketable materials, including pictures, videos, and graphics, that can be included on the website, newsletters, and other publications.
12. Assist in communicating with parents as needed.
13. Fulfill other responsibilities as assigned by the Executive Director.