



Job Title: Summer Program Coordinator – Paid Summer Internship

Overview: The summer program coordinator will work with the camp manager, summer staff interns, and camp program directors to ensure a safe and positive outdoor recreational and youth development experience for campers. **This is an ideal position for a college student seeking a paid internship.** Extension staff will work with a qualified candidate to meet any requirements and to provide supervision, documentation, and feedback.

Timeline: Applications due **Feb 15, 2023**, with interviews following. Move-In Day, **May 22**, staff training begins May 23, with the first camp beginning June 1. The position continues through at least **August 1**, with potential to extend according to camp needs.

Compensation: This is a seasonal position. The summer program coordinator will receive a compensation package for ten weeks that includes a weekly stipend, onsite housing, and meals.

Essential Job Functions:

1. Provide direct supervision and coordination to summer staff interns, including lifeguards. Serve as the primary liaison between the summer staff team and the camp manager and between the summer staff team and the camp program directors.
2. Communicate as needed with camp program directors to identify staffing needs and establish and communicate a schedule ensuring that appropriately trained and certified summer staff members are assigned as needed to camp workshops, special events, and evening programs including campfires.
3. Coordinate staff meetings and staff training.
4. Work as a member of the summer staff/counselor team to plan and implement evening recreation and campfire programs.
5. Lead camp sessions, including archery, high ropes, hiking, and so on, as scheduled.
6. Complete required reports.

Other Job Duties:

1. Assist with kitchen duties, including helping to set up for and serve meals.
2. Perform other duties as assigned.

Relationships:

The summer program coordinator is responsible to the camp manager and supervising Extension Educator. The PC works as a liaison between summer staff and the camp manager and between summer staff and the camp program directors.

Equipment Used:

Any and all camp equipment, including high ropes and shooting sports equipment, canoes and paddle boats, fishing equipment, and so on.

Preferred Qualifications:

College student who has completed at least one year post high school graduation in a related program area; Summer camp experience; Current CPR and first aid certification (can be provided onsite if needed). Additional certifications provided by Canter's Cave and associates for archery and high ropes at no charge; Lifeguard certification (preferred) - Up to \$100 reimbursed for cost of obtaining lifeguard certification is available at the end of camping season.

Physical Aspects of the Job:

Ability to hike several miles over rough terrain; ability to help with camp set-up activities; ability to assist with high ropes activities. Ability to swim and complete rescues as required for lifeguard certification if certified.