



## Operations Coordinator Job Description

Responsible to: Director of Camp and Assistant Director of Camp

### **Operations and Social Media Coordinator**

*Age Requirement:* Minimum of 21 years of age

*Education:* Bachelor's degree

*Experience:* 3 years teaching or camp experience

#### General Responsibilities:

- Oversee logistics and implementation of camper arrival and dismissal procedures
- Oversee logistics and implementation of camper bus transportation arrival and dismissal
- Respond to parent inquiries, communications, and concerns relating to bus transportation
- Oversee weekly creation of schedules
- Work closely with the Office Manager to ensure camper dismissal records are accurate
- Assist the Office Manager in maintaining attendance records of campers in groups
- Intake and log of overnight registrations
- Maintain accurate records regarding the camp budget
- Work closely with the On and Off Campus Overnight Staff in maintaining accurate rosters and medical information for the overnights
- Drive a Barrie shuttle when necessary
- Any necessary duties related to establishing and supporting a friendly Reception area for camp families
- Provide camper support and handle parent inquiries and concerns
- Identify and manage environmental and other hazards related to camp
- Monitor and ensure compliance of the respective area to American Camp Association and state/local standards
- Supervise and mentor counselors when necessary
- Implement camp emergency health care procedures, coordinate training sessions and enforce established safety regulations
- Apply emergency health care procedures when necessary
- Turn in inventory and store camp equipment at end of season
- Sign in and out daily in the camp office
- Maintain a friendly and professional relationships with all camp staff and parents
- Assist with camper arrival and dismissal procedures
- Participation in pre-camp Fairs and Open Houses
- Participation in staff training sessions and staff meetings
- Observation and Appraisal of Counselor and Specialist staff when necessary
- Other duties assigned as needed

Please print your name, sign and date below.

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Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date