



Special Events Coordinator Job Description

Responsible to: Director of Camp and Assistant Director of Camp

Special Events Coordinator

Age Requirement: Minimum of 21 years of age

Education: Bachelor's degree (or in progress)

Experience: 3 years teaching or camp experience

General Responsibilities:

- Coordinate Special Event Days and all other special events, performances or concerts for each division of camp
- Assist in the set up equipment and activity area prior to Special Events
- Observe the implementation of Special Events by Counselors and staff
- Enforce established safety regulations at Special Events
- Record and maintain Special Events budget
- Staff AM and PM Extended Care programs by maintaining appropriate camper to staff ratios according to the American Camp Association guidelines
- Create appropriate programming for PM Extended Care programs
- Assist Unit Heads with written mid-summer and end-of-summer evaluations of Counselors assigned to AM and PM Extended Care
- Implement the daily Flagpole program
- Provide camper support and handle parent inquiries and concerns
- Identify and manage environmental and other hazards related to camp
- Assist with monitoring of staff attendance
- Supervise and mentor staff when necessary
- Implement camp emergency health care procedures, coordinate training sessions and enforce established safety regulations
- Apply emergency health care procedures related when necessary
- Turn in inventory and store camp equipment at end of season if necessary
- 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
- Other duties assigned as needed

Please print your name, sign and date below.

Print Name

Signature

Date