



POSITION DESCRIPTION

TITLE: Summer Camp Coordinator
REPORTS TO: Activity Center Coordinator
DEPARTMENT: The Rookery
STATUS: Seasonal
WAGE: \$16-\$21/hour

POSITION SUMMARY

The Summer Camp Coordinator is responsible to do the job duties of a counselor as well as organizing/creating activities and camp schedules, assist in creating staff schedules, prep for field trips, and monitoring camp staff. This position will also be closely involved in defusing child behavior situations at the Rookery Activity Center.

RESPONSIBILITIES

1. Works with the Activity Center Coordinator on the pre-planning and prep work regarding camp including but not limited to, structure of day, recruitment/enrollment of students, and applications.
2. Responsible for all programming on a day-to-day basis.
3. Supervises and monitors camp counselors.
4. Helps facilitate regularly scheduled Summer Camp meetings throughout the summer.
5. Assure all paperwork is kept accurate including but not limited to: Attendance, class rosters, contact lists for staff and campers, all registration forms, etc.
6. Maintain a current and accurate record of all children enrolled in the Summer Camp or on the wait list.
7. Direct contact for parents, to answer any questions as well as notify them of anything regarding their children, including but not limited to, behavior issues, incidents, accomplishments, etc.
8. Attends field trips and various activities.
9. Oversees the well-being and safety of all children while on the bus and at offsite locations.
10. Assists with leading staff meetings.
11. Takes part in and plays with the children during games, activities, and free time.
12. Participates in all water activities and supervise children while in the water.

QUALIFICATIONS:

1. Must be at least 18 years old.
2. Position requires a person with experience in working with younger children and leading activities.
3. Applicant must have an energetic personality that reflects a love of children, can understand and meet their wide variety of needs, and is creative and fun.
4. Ability to work as a team member with counselors and adult staff members.
5. Ability to work alone with a small group of children.
6. Ability to perform a variety of tasks outside in various climates.
7. Enjoys being in the company of children.
8. Experience in camp, youth programs, recreation, working with children, or in a related field.

9. First AID and CPR Certification before the start of Camp (CPR and First AID certification will be offered for employees)
10. Other duties as assigned.

PHYSICAL DEMANDS

1. Requires the physical ability and stamina to perform the essential functions of the position.
2. Ability to stand, sit, bend, and kneel for extended periods of time.
3. Ability to run and/or walk.
4. Ability to carry and/or move up to 50 pounds.
5. Ability to swim.

CONDITIONS OF EMPLOYMENT

Must comply with organizational and departmental policies.

EXPECTED HOURS OF WORK

The Summer Camp Coordinator is seasonal position at The Rookery. The Summer Camp Coordinator will have prep time of 10-20 hours per week throughout the month of May and will work 35-40 hours per week May – August. Regular daily hours will be Monday – Friday, 7:00am – 3:30pm or 9:30am – 5:30pm.

It is the policy of the City of Lino Lakes to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws and state statutes.

Revised: 3/1/2023