

THE SUMMER CAMP AT CHRIST CHURCH—2011 CAMP COORDINATOR

The Summer Camp at Christ Episcopal Church in Poughkeepsie is accepting applications for a Camp Coordinator to help lead its summer day camp serving Poughkeepsie City children 6–11.

The Camp Coordinator will assist the Program Director in achieving the camp goals

- **To create a camp experience that is culturally and socially enriching and promotes a sense of responsibility to self, family and the larger community.**
- **To promote camp spirit and group identity for children and staff.**
- **To maintain a healthy and safe setting in which the children enjoy themselves while developing as confident, creative and active learners**

Specifically, the Camp Coordinator will

- Manage the camp office on a daily basis
- Assist the Program Director with camper discipline and first aid on a daily basis
- Assist the Program Director in overseeing the duties of the counselors and providing support and resources to the staff.
- Compile a weekly list of supplies that will be needed for the use of the camp as per counselor requests, and distribute supplies and equipment as available
- Assist with the five-day staff orientation and training
- Fill in as Program Director and make appropriate, professional decisions in the absence of the Program Director
- Support and assist the Director with various miscellaneous tasks as necessary

Qualifications:

- Applicant will possess a two-year college degree, at a minimum.
- Have experience working with young children in a school/recreational setting as well as administrative experience
- Be well organized, creative and have demonstrated strong communication skills.
- Have experience and competence working with MS Word and Excel.
- Be certified in CPR and First Aid for the Professional Rescuer or willing to obtain this certification

The camp is a nonsectarian camp located in air-conditioned rooms of Christ Episcopal Church, with on and offsite outdoor activities occurring daily. Camp will run Monday through Friday (except on the 4th of July), July 5 through August 12, from 8:30 a.m. to 4:00 p.m. The Camp Coordinator will help the Program Director open camp at 8 a.m. and close at 4:30 p.m. or later as necessary. Staff must participate in a compensated week of orientation from June 27, through July 1, and a clean up day on August 13.

Salary is competitive. Please submit a cover letter, resume and the names and complete contact information for three references (other than family) of character and experience by March 1 to: The Summer Camp at Christ Church, 20 Carroll Street, Poughkeepsie, NY 12601.

For more information contact Summer Camp Committee Chair, Jane Smith at janebsmith@aol.com. or 845-473-6427.

