

## **Job Description: Camp Administrator and Coordinator**

Department: Trailside Discovery Camp      Reports to: Trailside Camp Director

FLSA Status: Non-Exempt

Date Revised: Nov 10, 2018

### **Organization Background**

Trailside Discovery Camp is an environmental education camp that operates year round, providing outdoor education opportunities to local Alaskans. One of our main focuses is our 12-week summer camps, held at Campbell Creek Science Center, Russian Jack Chalet and Spring Creek Farm. We offer winter and spring programming with the potential to expand. Trailside Discovery Camp is housed within The Alaska Center Education Fund.

Trailside Discovery Camp is seeking an organized individual who has a passion for Outdoor Education and investing in the youth of today. The ideal candidate would be able to manage the administration of Trailside, possess the skills of managing seasonal staff, developing camp curriculum, ability to fundraise and cultivate local partnerships.

**General Summary:** This position is responsible for supporting the camp director in the year-round operations of the camp. Responsible for coordinating paperwork and administrative tasks for the summer programs, managing staff forms, interviewing and hiring prospective staff, and is responsible for the intake, screening, and management of camper information. It will support programs and outreach throughout the year, including summer. It also assists the Camp Director in human resource, finance, fundraising, and general operations. This position is a full time, year round position eligible for benefits, the salary range is between \$40k-\$45k depending on experience.

### **Job Responsibilities:**

### **Essential Functions:**

- Respond to all forms of communication: e-mail, mail, telephone, fax.
- Collaborate with the camp office staff to improve programs for campers, including application/brochure materials, daily schedules, registration, and policies.
- Attend Camp Fairs and Community Events.
- Coordinate camper and camp staff related paperwork.
- Maintain a variety of files and forms for the purpose of documenting and/or providing reliable information relative to camper and staff records.
- Maintain & manage the camp databases, including updating contact information.
- Must have the ability to prepare online and printed forms (i.e. Applications, Medical Forms, etc.) and other job-related documents using prescribed format and conforming to the rules of punctuation and grammar.
- Prepare and disseminate informational lists (i.e. Medical, Pre/After Care) to the administrative staff during the summer.

- Manage & oversee Spring Creek Farm camp location, Winter and Spring Break camp, year-round program opportunities and our newest location, Russian Jack Chalet.
  - Manage and update the camp website.
  - Interview and hire summer staff
  - Prepare and organize workshops and events for staff training.
- A. Review and update summer camp materials including brochure, fliers, online materials, newsletter, etc. to create and maintain a welcoming atmosphere as well as maximize camper attendance.
- a. Collect and analyze enrollment trends;
  - b. Develop and implement recruitment and retention strategies;
  - c. Document and record annually all efforts in order to analyze the effectiveness of strategies;
  - d. Work collaboratively with other key departments to ensure materials are updated.
- B. Train, provide support, and ensure high standards of health and safety for campers and staff to include:
- a. Daily care of each camper including recognition of personal, physical, and mental health needs;
  - b. Weather conditions and safety of all activities;
  - c. Ensure all staff are properly trained in and prepared for all emergency procedures;
  - d. Be alert to equipment and facilities to ensure proper utilization, care, and maintenance; ensure needed repairs are completely promptly.
- C. Support the implementation of positive behavior management strategies by all staff including positive reinforcement, redirection, and progressive discipline.
- a. As needed, review, update and implement youth management training and on-going support with staff;
  - b. Actively support counseling and program areas relating to or in need of behavioral management assistance;
  - c. Communicate with director and lead team as appropriate information regarding behavioral incidents and outcomes.
- D. Supervise staff as assigned:
- a. Assist in the planning and implementation of staff training;
  - b. Lead specific training sessions

- c. Supervise seasonal camp staff: observe staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate management techniques;
  - d. Complete mid and end of season reviews for supervisees.
- E. Plan for the growth of Trailside:
- a. Be a fundamental role in creating partnerships for Trailside
  - b. Fundraise, write grant proposals
  - c. Forward think for the vision of Trailside.
- F. Responsible for training related to, review and provide updates/changes to meet the American Camp Association (ACA), federal, state, local or other agency guidelines for accreditation standards as assigned.

**Other Job Duties:**

- G. Model appropriate behavior at all times. This includes developing and maintaining appropriate professional relationships and boundaries with youth, colleagues, parents, visitors, etc.
- H. Develop and maintain positive and effective relationships within TDC to ensure clear and timely communication.
- I. Provide input for the preparation of the annual budget.
- a. Monitor expenditures to ensure compliance with the budget;
  - b. Purchase equipment and supplies; maintain appropriate records and inventory;
  - c. Assist with budget creation as needed.
- J. Participate in meetings, conferences, and training as required.
- K. Act as the camp director in **their** absence.
- L. Any and all other duties as assigned not limited but to include cleaning, maintenance, kitchen support, fill in for staff, etc.

**Qualifications:**

- Education/Knowledge/Experience

- Bachelor's Degree and/or related experience in Camp Management, Recreation, Human Services, Education or Social Work preferred
- Minimum of two years of camp management experience
- Minimum of two years supervisory experience
- Previous experience of being a camp instructor is preferred
- Excellent computer proficiency in standard office software (word, excel, PowerPoint)
- Current First Aid, CPR
  
- Skills/Personal Qualities/Attitude
  - Passion for serving others
  - Embody TDC Values
  - Philosophical compatibility with TDC mission and youth work methods
  - Strong youth management skills
  - Excellent written and verbal communication skills
  - Detail-oriented, well organized and able to meet deadlines
  - A leadership style that focuses on communication, coaching, and support but is able and willing to discipline appropriately as needed
  - Patience, positive attitude and sensitivity to cultural differences
  - Love of outdoors and being active
  - Ability to work nights and weekends

### **Physical Requirements / Working Conditions:**

The physical demands for this position are:

Must be able to stand, sit, and walk for long periods of time

Ability to lift at least 50 pounds

The work environment is an outdoor camp environment. This means that the person will spend much time out-of-doors which can mean exposure to extreme hot and cold weather. It also involves various activities with youth and families requiring the ability to respond quickly to changing situations. This position requires evening and weekend work on a regular basis.

These characteristics described are representative of those an employee encounters while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

The above is intended to describe the general content and requirements of this job. It is not meant to be construed as an exhaustive statement of duties, responsibilities or requirements.