

# Summer Program Lead

## JOB DESCRIPTION



**Title: Summer Program Lead**

**Reports to: Program Coordinator**

**Status: Summer 2021, Seasonal**

Prior to applying to Camp Korey Seasonal Summer Staff please be ready to commit to:

1. To provide the safest camp environment possible, 2021 Camp Korey Seasonal Staff will be required to quarantine and create a “Staff Bubble” for the entirety of their summer contract. Safe and socially distanced activities and events will be planned for seasonal staff during the weekends, which will adhere to this commitment. We know that this is a big ask, but Camp Korey is committing to doing whatever we can to provide the safest camp environment we possibly can for campers, families, staff, and volunteers.
2. Frequent health screenings and commitment to all safety protocols while on Camp Korey property. Masks are a requirement.

### **Position Summary:**

The Summer Program Lead is a vital member of the Camp Korey Program Team. The major responsibility of this position is to help plan, coordinate, adapt, and support all summer camp programming and program staff. This leadership position will lead and collaborate with the program team to provide safe outcome-based program opportunities. Working closely with the Program Coordinator, this position will act in various capacities, including as a coach, support system, and direct supervisor. Duties will include activity support in a wide variety of program areas such as: campfires, dances, carnivals, banquets, camp games, and mealtime announcements. Experience in planning group special events or activities preferred. Ability to sing or play music is also a plus. The Summer Program Lead should be comfortable speaking and performing in front of a crowd and should be an enthusiastic ambassador of camp spirit!

### **REQUIREMENTS- General**

- Must be a minimum of 21 years of age
- Ensure all camp programs support the mission, vision and values of Camp Korey
- Have the physical and mental capability of caring for Camp Korey’s unique demographic of campers
- Commit to the entire length of the summer June 8-Aug 14, 2021
- Commitment to adhere to the “staff bubble” model throughout the entirety of their contract
- Position requires a willingness to work within a flexible work schedule and staff are expected to be punctual in following the schedule
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Strong collaboration, communication, and team building skills
- Be fully aware of all safety and emergency procedures, and execute procedures when required
- Attend and participate in all trainings, meetings, and planning sessions
- Integrate and support volunteers at camp and provide them with training and support as needed
- Maintain camper and colleague confidentiality at all times
- Must have physical ability and stamina to set up, tear down, move equipment, lead camp events, and walk long distances over uneven terrain
- Must pass a thorough background check
- Must be free of any communicable illness and have current immunizations/vaccines
- Current CPR/AED certification required or willingness to get certified

### **RESPONSIBILITIES- Specific**

1. Active participant in the Camp Korey Leadership Team.
2. Assist with trainings, staff meetings, and staff development throughout the summer.
3. Direct supervision of seasonal Activity Counselors.
4. Direct mealtimes and announcements and ensure the overall flow of camp schedule is communicated.
5. Arrange special events such as camper and staff birthdays and holidays.
6. Work closely with the Program Coordinator in planning, supervising and scheduling programs, including activity rotations, Silly-Olympics, campfire, all-camp activities, camp dances, open choice activities, and more.
7. Instruct staff in and maintain the cleanliness and safety of camp, including the dining hall, activity spaces, cabins, and storage areas.
8. Assist with site and program preparation, including ordering/organizing supplies, decorating, creating a child-friendly environment, coordinating special guests, etc.
9. Ensure all activities are in line with the Camp Korey philosophy of intentional programming which includes designing fun and developmentally appropriate activities that are adaptable, inclusive, and medically safe for campers and families.
10. Support all operational needs relevant to our population, their needs, abilities, and age.
11. Support Camp Korey activities to ensure they are strengths-based and universally accessible. Activities should seek to increase connection, autonomy, resilience, and a positive self-image for each camper who participates.
12. Be responsible for the modeling and enforcement of all CDC and State guidelines for campers and staff.
13. Work closely and collaborate with staff to ensure that events and activities are set up properly, program needs are clearly communicated, and activity staff have adequate time for set up and tear down of each program area.
14. Complete training in operating various camper activities and assist staff with facilitating activities when needed, including creative arts, teambuilding, special events, and nature-based programming.
15. Work with the Volunteer Coordinator to ensure volunteers receive all needed materials for their welcome to camp, orientation, and for the duration of their stay at camp.
16. Responsible for knowing and adhering to the policies and procedures contained within the camp manual.
17. Support parents/caregivers and provide opportunities for respite, growth, and support as needed.
18. Buy into and support themes, programs, special guests, general silliness, and other camp related activities.
19. Actively participate self-assessments, surveys, and evaluations throughout the summer
20. A willingness to adopt a growth mindset and work in an ever changing “migrating normal”.
21. Possess the strength and stamina to work in an active environment for the duration of the summer season with limited time off and breaks.
22. Perform any other duties deemed necessary.

### **Applications**

Applicants are asked to complete an online application.

The application may be accessed through our website: [www.campkorey.org/about-us/employment](http://www.campkorey.org/about-us/employment)

Camp Korey is doing its part to slow the spread of COVID-19 and remains committed to the health and safety of our employees. The work associated with this position may be performed remotely, either full-time or part-time, in compliance with the Governor's Safe Start guidance. Employees reporting to work on-site need to follow safety precautions and procedures as required by the county. We will continue to seek guidance from local public health agencies and will proceed accordingly with any necessary changes with regard to "workplace location" expectations.

Camp Korey is an Equal Opportunity Employer. It is the policy of our organization that employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, ethnic or national origin, genetic information, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy, age, military or veteran status, leave status, or the presence of any mental, sensory or physical disability, or any other status or characteristic protected by local, state, or federal law. In addition, Camp Korey will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. These policies govern all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment. Camp Korey is dedicated to building an inclusive, informed organization with opportunities for all. Any and all qualified applicants are encouraged to apply.

For individuals with disabilities who would like to request reasonable accommodations, please contact us at 360-416-4110 Monday through Thursday 9 a.m. to 6 p.m., Pacific Time.