

Position: Cabin Life Coordinator

Department: Camp Operations

Exempt: X

% FTE: 100

Manager's Title: Camp Director (CD)

Hrs./Wk.: 40+

Summary of Major Job Function:

The Cabin Life Coordinator is responsible for oversight of all Cabin Life staff during summer, weekend programs and all special events at Camp. The Cabin Life Coordinator acts as supervisor to the cabin staff, is first line of behavioral support for campers who present with challenging behaviors and is a member of the leadership team for all on camp programming. In fulfilling these responsibilities, the Cabin Life Coordinator will always model and transmit the Camp culture of *Safety, Respect, and Love*.

Essential functions of the position:

Program Implementation and Facilitation

- Assist CD in ensuring that cabins are prepped for summer and weekend programs. This means that they are clean, organized, and move-in ready. At the end of the summer and weekend programs, ensure that the cabins are properly closed down.
- Assist CD in the planning and take a lead role in facilitation of the cabin staff retreat and behavioral trainings during summer, fall, and spring program orientations.
- Maintain Therapeutic Crisis Intervention (TCI) certification (at the "Trainer" level) and provide TCI or other behavioral, training to pertinent staff.
- Assist Camp Director in planning and delivery of All-Staff orientation.
- Participate in creating, teaching, and monitoring all safety procedures concerning campers and staff to ensure compliance with mandates from State of WA, ACA, SFCN, etc. (including fire drills, lost camper drill, general emergency procedures).
- Responsible for ongoing review and development of the cabin-life experience at Camp Korey.
 - Oversee and manage the distribution and collection of camper reports from staff each session
 - Individual Camper Report
 - Camper Behavior Concern Report
 - Incident Reports
 - Author and organize camper evaluations of summer program
- Assist in the planning, coordination, and facilitation of weekend programs and events such as the Holiday Party, including content, activities, and staffing.
- Review incoming camper application for psych/social approval.
 - Prior to, during, and post Camp communicate with camper families and their social workers regarding the campers and their behavioral plans, including calls to SW and Families regarding behavior issues that arose during camp session or weekend.
 - Post Camp, assist Camp Director in determining which campers need a behavioral contract or IBMP's (Individualized Behavior Management Plans) or other such plan in order to return to Camp in the future and communicate these decisions to families.
 - Prepare behavior notes as needed on campers for camp staff to review for each summer session and weekend program.
- Assist in all opening and closing day procedures.

- Be familiar with and adhere to the policies and procedures contained within the Camp Manual.
- Present Camp Rules at Campfire and ensure that they are being followed throughout all programs.
- Assist Development team in the planning and facilitation of other camp related events
- Perform other duties as assigned.
- Oversee use of the Cabin-Life budget throughout the summer program and create budget proposal for CD leading up to yearly budget process in the fall.

Summer Staff Selection and Supervision

- Assist in all phases of recruitment for seasonal staff: advertising, recruiting (including travel), interviewing, selection and on-boarding of staff.
- Assist in planning and facilitating staff orientation and pre-camp certification trainings.
- Supervise up to 35 cabin life staff (Unit Leaders, Unit Floaters and Cabin Counselors) including training, coaching, feedback, and performance evaluation and management.
- Coordinate all staff care and support programs.
- Attend all staff meetings.

The Cabin Life Coordinator resides at Camp from May 15 to September 1 and assigned weekends. Works full-time throughout the year.

Professional Development

- 1) Attend American Camp Association and Serious Fun Children's Network conferences when asked.
- 2) Become certified as a trainer in: Therapeutic Crisis Intervention (Cornell University RCCP)

Supervisory Responsibilities:

- 1) The Cabin Life Coordinator, during the summer program, supervises all unit leaders, unit floaters, cabin counselors and the Cabin Life Lead

Required Education and Experience:

- 2) Minimum 5 years' administrative experience in Cabin camping; special needs camping preferred
- 3) Bachelor's Degree in education, psychology, social work, or other related field; Master's Degree preferred.
- 4) Minimum 5 years experience in training and supervising Cabin camp staff

Required Knowledge, Skills, and Abilities:

- 1) Strong preference for previous professional experience within the SeriousFun Network Camps.
- 2) Experience in Cabin care of children and adolescents strongly preferred
- 3) Extensive experience in leadership, training, development, and supervision of frontline staff
- 4) Red Cross BLS/CPR certification.

Physical Requirements and Working Conditions:

The Cabin Life Coordinator is required to reside at Camp from May 15 to September 1 and on all assigned weekends (on camp housing provided)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided upon request. While performing the duties of this job, the employee is regularly required to speak, talk, and hear, and is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, and bend; lift, carry, move, push, and pull up to 50 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position will require stamina and the ability to walk up and downstairs, long distances, uphill, and over uneven terrain, and drive vehicles

Position Type/Expected hours of work:

This position is full-time. Standard office hours are Monday through Friday, 8:00 to 4:30 p.m. This position requires the ability to work long, non-standard hours during programs and events. Weekend work is required during programs and events

Travel:

Local travel will be required, primarily during the day. Limited out-of-area or overnight travel may be expected

Additional Eligibility Requirements:

- Valid driver's license
- Reliable transportation
- Suitable background check clearance
- Current vaccinations & up-to-date boosters
- CPR/AED Certification

EEO Statement:

Camp Korey is an Equal Opportunity Employer. It is the policy of our organization that employment decisions are based on merit, qualifications, and competence. Camp Korey provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing nondiscrimination in employment in every location in which we operate. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training. Camp Korey appreciates diversity amongst our staff and encourages all qualified applicants to apply.

Please visit: campkorey.org to apply for this or any open position