

Early Childhood Summer Camp Coordinator Job Description

Position Type: Hourly

- 1-5 hours per week beginning early spring, some work from home.
- 7:30 a.m. – 4:00 p.m. Monday – Friday on site, beginning June 14 and ending August 20. Possible part time hours Aug. 23-27.
- Schedule changes as required with approval (i.e. Outreach Events, Shopping/Laundry days, etc.)

Reports to: School Director

Mentored By: Assigned Faculty Member

Additional Work Days/Required Meetings:

- Scheduled In-Service Days
- Meetings with Early Childhood Summer Camp Coordinator
- Attendance at some Faculty Meetings. Faculty Meetings are on Thursdays, 3 – 5:30pm.

General Description: Works in collaboration with the Grades Summer Camp coordinator. Creates curriculum, coordinates and manages Grades 1 – 8 Summer Camp program at Camellia Waldorf School, including direct work with students on a daily basis during summer camp weeks. This includes, but is not limited to the following:

Administrative Duties:

- Purchase and organizing Supplies
- Plan developmentally appropriate summer camp “theme” weeks for each age group that is consistent with Waldorf educational values, including working with guest teachers.
- Establish daily schedule and weekly rhythms of camp
- Plan and purchase food items for all programs listed below
- Wash and dry summer camp laundry (Napkins, blankets, placemats, etc.)
- Email correspondence with guest teachers and parent communications
- Prepare Newsletter/Messenger Notices
- Identify and participate in outreach opportunities to promote camp
- Attend meetings as needed
- Other Duties as Assigned

Program Planning and Management Duties:

- Hire Summer Camp Staff: Assisting with interviewing and selecting candidates for open positions.
- Conducts New Hire training and ongoing training as needed for summer camp staff

- Ensures all safety training and procedures have been completed by all summer camp staff
- Create and maintain staff schedule including scheduled meal and rest periods.
- Ensures all absences and meal/rest periods are adequately covered and all staff are receiving mandated meal/rest periods.
- Follow CWS policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, dress code, cell phone use and emergencies.
- Proactively communicate with staff and supervising management on all program or operational changes.
 - Track registration and submit all documents for billing to Business Office
 - Set up and maintain organized, inviting learning environment for campers.
 - Be on site to supervise, coordinate, and assist staff

Summer Camp Staff Duties:

- Supervise and engage a group of participants in camp and aftercare activities such as, but not limited to: crafts, circle time, stories, cooking, water play, outdoor games, etc.
- Maintain positive relationships with campers, parents, guests and other staff. Model relationship-building skills in all interactions.
- Weekly email communications with registered families regarding camp activities, reminders, announcements, etc.
- Model friendliness, enthusiasm and participation in all aspects of planning and program implementation.
- Adhere to program standards including safety and cleanliness standards.
- Follow CWS policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, dress code, cell phone use and emergencies. Proactively communicate with supervisor on all program operations.
- Support and assist staff and volunteers in all areas of program operation and development.
- Responsible for the safety and supervision of participants at all times.
- Adhere to behavior standards and guidelines for the program.
- Ensure the maintenance and upkeep of all facility and equipment related to the program, including yard work.
- Responsible for managing required documents and communicating missing documents with Program Coordinator and parents.
- Manage supplies for program and snack.
- Sign Aftercare participants into Aftercare.
- Evaluate program participant's progress and communicate progress to parents.
- Demonstrate sound judgment and professionalism in all interactions.
- Other duties as assigned by supervisor.

