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# SEASONAL JOB DESCRIPTION

*CATHOLIC YOUTH CAMP – SUMMER, 2012*

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## TEEN PROGRAMMING COORDINATOR

**Reports To:** Executive Director

**Date:** 2012

### **General Function:**

The Teen Programming Coordinator shall be the primary role model in the life of each child and staff at camp. The Teen Programming Coordinator is responsible for the supervision of programming for all teen programs, including the Junior Counselor training week, Leaders-in-Training, Counselors-in-Training, Teen Service Week and Faith Jam Week.

### **Specific Responsibilities:**

- 1) Responsible for implementing day and evening programming for teen programs.
- 2) Responsible for the direct care and supervision of up to 14 teenage campers each session.
- 3) Lead and/or assist with activities during activity periods.
- 4) Model and emphasize safety and stewardship at all times.
- 5) Create opportunities for success for each child.
- 6) Provide an open ear and mind when the camper needs to discuss issues and/or problems.
- 7) Accompany sick campers to the Health Center.
- 8) Ensure that campers on medication receive their regularly scheduled dosage from the Health Director.
- 9) Provide positive guidance through appropriate behavior management.
- 10) Communicate clearly and regularly with co-counselor.
- 11) Greet parents on Sunday during registration and on Friday during and after the closing ceremony.
- 12) Ensure that all expected campers have arrived and have gone through the check-in process.
- 13) Supervise daily clean up of cabins and grounds.
- 14) Prepare cabin group awards.
- 15) Work with other specialists to learn and utilize program activities in the area of arts and crafts, nature and ministry.
- 16) Attend all staff meetings.
- 17) Lead prayers and guide spiritual life of the campers in your cabin group.
- 18) Accompany campers to personal clean up, cabin clean up, meals, morning and evening prayer, and all other all-camp activities.
- 19) Sit with cabin groups at meals.
- 20) Supervise daily camper free time.
- 21) After Friday camper departure, assist with cleaning of camp facility.
- 22) During the weeks teen programming is not in session, the Teen Programming Coordinator will work with other camper groups, or other duties as assigned.

### **Essential Functions:**

- 1) Verbally communicate with small groups of children and adults
- 2) Understand and uphold camp safety policies
- 3) Observe activity of staff and campers
- 4) Understand skill and behavior of different age campers and staff
- 5) Listen to each camper

### **Qualifications:**

- 1) At least 21 years of age.

- 2) Strong leadership and teaching skills.
- 3) Experience or training in working with children.
- 4) Strong Christian faith and practice.
- 5) Independent, self-starter, and self-motivated.
- 6) Creative and organized.
- 7) Awareness of the need to care for the environment.
- 8) Excellent communication and teamwork skills.
- 9) Patience in working with children.