



Girls Inc.
of Greater Indianapolis

Summer Day Camp Coordinator

Position Description

To coordinate and support programs and staff at summer day camp.

Supervisor: Director of Programs

Supervisees:

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

Major Areas of Responsibilities

Summer Day Camp

- Ensure the implementation of the summer day camp schedule of programs and activities;
- Confirm the scheduling of summer day camp programs and field trips and non-Girls Inc. specific programs;
- Manage and support paid staff assigned to summer day camp;
- Troubleshoot daily needs, concerns, and schedule changes with summer day camp programs;
- Represent Girls Inc. by being punctual and well-prepared at all times;
- Ensure the safety and positive discipline of girl participants;
- Create and maintain an effective learning environment in alignment with Girls Inc. programming philosophy;
- Cooperate and communicate effectively with Director of Programs about the program activities' progress, problems, and successes;
- Serve as a positive role model for girl participants, staff, and the community.

Specific Responsibilities of the Position

Support of Summer Day Camp Staff and Programs

- Manage daily program and personnel schedules for paid staff assigned to summer day camp;
- Serve as facilitator as warranted;
- Maintain inventory of adequate supplies to support programming initiatives and ensure all programs have adequate materials for completion;
- Co-facilitate summer camp training;
- Support paid staff assigned by providing consistent communication and support set forth by program guidelines;
- Practice consistent risk management in all areas of program support;
- Conduct ongoing evaluation of summer day camp programs and activities by providing girls' and parents' feedback surveys and work with Director of Programs to conduct final assessment.

Additional responsibilities

- Regularly report to Director of Programs status of summer day camp; make recommendations for changes;
- Participate in summer day camp planning processes;
- Participate in meetings, trainings, and conferences to further professional development;
- Provide support to paid Parent Engagement Specialist, Program Specialists, Girl Engagement Specialists, and Junior Girl Engagement Specialists as determined by Director of Programs;
- Submit all employee timesheets, mileage forms, and other financial forms on a regular basis by agency deadline(s);
- Adhere to Girls Inc.'s policies, mission, vision, and standard operating procedures;
- Perform other duties as assigned by the Director of Programs.

Inspiring all girls to be strong, smart, and boldSM

Created By: | Last Updated By: Mackenzie Pickerrell | Last Updated: 11/20/2017

Required Knowledge, Skills & Abilities

- Critical thinking ability to make decisions based on agency mission and strategic direction;
- Demonstrates effective interpersonal skills; the ability to establish and maintain effective working relationships;
- Experience in working with diverse personalities, be tactful, mature, and flexible;
- Ability to resolve conflict and problem solve with win-win solutions;
- Seeks to inspire, motivate, and empower personnel to achieve the organization's mission, vision, and strategic goals for summer camp;
- Demonstrated success implementing short-term and intermediate strategic goals;
- Committed to professional integrity and ethics;
- Effective communicator, with the ability to adapt communication styles and messages to meet the needs of particular audiences;
- Ability to manage and delegate multiple priorities and projects, flexible and adaptable in a dynamic, fast-paced environment.

Education & Experience

- Bachelor's degree in nonprofit studies, education, human development, or other related field;
- 2+ years' experience in program coordination, supervision of paid staff and volunteers, program evaluation, building community collaborations, and
- Must be available for training (1 week prior to camp start) and summer day camp (mid-June-mid-July, 4 weeks, 50 hours per week) and camp wrap up (1 week after camp concludes);
- Experienced in facilitating youth programs, and confident and skill focused on training and public speaking;
- Reliable and consistent method of transportation;
- Proficient in Microsoft Office and experience in database systems.