



# Camp Twin Lakes Camp Coordinator Job Description

**Title:** Camp Coordinator

**Status:** Professional- fulltime

**Reports to:** Partner Support and Hospital Programs Manager

Camp Twin Lakes (CTL) is a nonprofit organization that offers year-round recreational, therapeutic, and educational programs annually for more than 9,000 children and young adults facing serious illnesses, disabilities and challenges. In collaboration with more than 60 community partners, Camp Twin Lakes provides life-changing experiences at its state-of-the-art, fully accessible campsites in Rutledge, Winder, and Warm Springs, Georgia; at local children's hospitals and other at locations throughout the state. For more information, please visit our website at [www.camptwinlakes.org](http://www.camptwinlakes.org).

## **Summary:**

The Camp Coordinator will lead the planning, management, and execution of assigned CTL-directed camps to ensure campers and volunteers have a safe, positive, and meaningful camp experience that focuses on the mission of Camp Twin Lakes and the partnering organization. This position operates as an internal program manager, leading the planning and execution of transformative camp experiences for groups of campers. In addition, the camp coordinator serves as a liaison with external partner organizations, becoming the primary contact representing the CTL Directed team in order to ensure there is strong alignment of needs, expectations and outcomes between CTL and partner organizations. The Camp Coordinator will also help direct and implement the Camp-To-Go program. The Camp Coordinator will report directly to the Partner Support and Hospital Programs Manager. In addition, the Camp Coordinator will serve as a member of the Program Team, collaborating on the creation and implementation of new programs to expand the reach and impact of CTL's work.

## **Essential Duties and Responsibilities:**

Please note: other duties may be assigned based on the needs of Camp Twin Lakes.

- Lead 3-5 assigned CTL-directed camps throughout the year
- Lead a multi-disciplinary team
  - Coordinate regular meetings of working group/team leading up to camp to ensure an appropriate program of recreational, educational, and character building is available for campers
  - Ensure program teams plans align with and are responsive to the unique needs and parameters of each camp or partner organization
  - Ensure appropriate staffing
  - Plan and execute appropriate registration and check-in to ensure maximum participation
  - Engage and support the team at all times during the camp session
- Oversee the recruitment of campers and volunteers for assigned CTL-directed camps
  - Host a series of informational sessions at various schools, non-profits and community organization to secure volunteers with the appropriate backgrounds and orientations for each specific camp
  - Working with partner organizations to design and execute a camper recruitment campaign
  - Clear and effective communication with parents and volunteers to ensure they understand registration process and expectations at camp
- Work closely with the partnering organization to ensure that proper medical and educational staff is in place for the campers served

- Recruit and ensure the number of medical staff meets a minimum of a 1:25 ratio of medical staff to campers
- Ensure that medical staff has the appropriate medical training to care for the population of campers
- Ensure that educational staff has the appropriate background to lead educational sessions for population of campers
- Execute all administrative duties, volunteer trainings, and program planning in relation to camp coordination to ensure:
  - a positive and safe camping experience for campers
  - strong relationships and retention of volunteers
  - overall satisfaction of partner organization
  - Working with partner organizations to develop the necessary understanding of campers' physical and emotional needs to ensure camp activities are appropriate
- Help plan and implement Camp-To-Go
  - Design, develop, and implement new adaptive programs for the hospital and community setting
  - Recruit necessary volunteers or program staff to meet program needs and ensure they meet hospital standards
  - Coordinate with manager to set date of event and any specific needs the day of
  - Lead various programs and team building activities at each session

**Skills:**

- Program leadership and ability to work with youth and adults
- Strong planning and organizational skills
- External relationship management
- Volunteer recruitment and management
- Strong interpersonal communications skills
- External partnership management
- Planning and execution with eye towards logistics

**Additional Requirements:**

- Minimum of 2 years related experience with program management in youth, camp or recreational environment
- Bachelor's degree in child development, therapeutic recreation, or related field
- Outcomes driven
- The ability to thrive in a dynamic environment with strong critical thinking and problem solving skills in order to adjust plans as needed to achieve desired camp experience
- A commitment to learning and continuously growing in their role
- Comfortable working in an outdoor environment
- Comfortable with occasional physically demanding tasks and events
- Customer Service Orientation:
  - Use of clear communication skills and positive language with campers, parents, volunteers, and partner organization
  - Ability to attentively listen and have patience with campers, parents, and volunteers
  - Ability to read campers and assess their needs
  - Have the tenacity to go above and beyond to provide exemplary service
  - Ability to handle the unexpected and adapt to any situation with a calming presence
  - Goal oriented and willingness to learn and improve
- Basic Microsoft Office skills preferred

**Resume and Cover Letter:**

Please provide a resume and cover letter to Alison Thoms at [alison@camptwinlakes.org](mailto:alison@camptwinlakes.org). The cover letter should describe how you would be an asset to Camp Twin Lakes and how this position would help to further your career goals. The letter should be no longer than 1 page.

Resumes without accompanying cover letter will not be considered.