



# Camp Twin Lakes

## *Activities Coordinator*

### Job Description

**Title:** Activities Coordinator  
**Status:** Professional – Full Time  
**Department:** Program  
**Reports to:** Programs Manager

Camp Twin Lakes (CTL) provides year-round therapeutic camping programs for children, adolescents, adults, and families living with serious illnesses, disabilities, and life challenges. Camp Twin Lakes hosts camps at two fully accessible and medically supportive campuses, located in Rutledge and Winder, Georgia. Additionally, camp-to-go programs are offered in local Children's hospitals, rehab centers, and community resource organizations. Camp Twin Lakes partners with more than 60 local non-profit organizations, each serving a specific diagnosis. For more information, please visit our website at [www.camptwinlakes.org](http://www.camptwinlakes.org).

#### **General Responsibilities**

The Activities Coordinator is responsible for all program activities functions, including but not limited to program activities purchasing, preparation, training, implementation, and maintenance of quality standards, safety, and cleanliness. The Activities Coordinator will supervise and support their team in ensuring that adequate training and safety standards are followed, along with adequate staff management including scheduling, direct supervision, and performance reviews. Position is based in Winder, Georgia with some travel to Atlanta and Rutledge required.

#### **Specific Responsibilities**

- Oversee all full-time and seasonal program staff to efficiently meet the programmatic needs of all Partners and User Groups at Camp Twin Lakes.
- Create new, impactful, and fun activities for campers, including those facilitated and educational/self-led activities.
- Assist with implementation and training on Impact and Outcome Measures
- Assist the Program Manager in a system for recruiting and hiring seasonal Program Staff, from application creation to arrival at camp.
- Recruit seasonal staff and provide work schedules and activity assignments in a timely manner.
- Develop and implement seasonal staff retention strategies and staff engagement efforts to ensure a sustainable staffing model.
- Support effective budget utilization and inventory management across programmatic areas.
- Monitor safety in all program areas, as well as general areas of camp.
- Provide necessary maintenance and upkeep to program areas, including some construction or programmatic elements as need and in accordance with skills.
- Assist Program Team in planning and carrying out pre-camp and in-service staff training.
  - Assume duties of Program Manager and/or Residential Life Coordinator during their absence.
  - Assist Program Team in enforcing camp policy.
- Coordinate programs offered for the campers from various Partner Organizations, meeting population specific needs and if necessary, adaptations.
- Lead and champion modification and enhancement of all program areas.
- Be ready to assume any staff positions if a leader is ill or unable to perform duties.
- Ability to work and provide supervision of program areas both at height and water based.

- Maintains proper records as required.
- Evaluate all programs, staff, and systems on an ongoing basis for total quality improvement.
- Verify that all facilities are clean and ready for use prior to each group's arrival.
- Work with volunteer leadership of the organization as assigned.
- Ensure adequate safety training as required for role specific procedures, First Aid, CPR, lifting and carrying objects, and handling hazardous materials.
- Attend all scheduled employee meetings and brings suggestions for improvements.
- Serve as a team player within and across Camp facilities, including other duties as assigned.
- Ability to serve in an on-site duty rotation throughout camp sessions.
  - On-site duty rotations may include serving in additional/cross trained roles including but not limited to supervising, serving as, or implementing program activity areas, food service operations, and/or site and facilities operations.
    - Summer (mid-May through mid-August): reside on-site for program duration including varying hours for the duration of the camp session
    - Off Season (mid-August through mid-May): participate in an on-site duty rotation for assigned camp sessions; including weekend-based camp sessions, with some occasional weekday camp sessions
- Manage the activity leaders' daily operations and create a working environment that adheres to Camp Twin Lake's values of safety and accountability, trust and respect, people centered, inclusive, and collaboration.

### **Essential Functions**

Must be able to use programmatic equipment and tools, observe what needs to be done, communicate with staff, and have physical strength to lift, load, unload, and clean items and equipment. Must also be able to lift/unload/move supplies; determine cleanliness of program areas; including program quality. Must be knowledgeable and ensure execution of applicable standards of the American Camp Association, local and state laws/regulations, and Camp Twin Lakes policy. Must be able to participate in educational/training sessions (i.e., conferences or certification courses, including some occasional travel) to provide advance certification and training to full-time and seasonal staff/volunteers. Ability to utilize a computer, including standard Microsoft Office products. Must be able to work extended hours/days during summer camping season, and weekends throughout the year.

### **Desired Qualifications**

- Experience in camp or youth serving organization is a must.
- Organized, detail-oriented team player.
- Ability and desire to work in a camp setting.
- Supervisory skills in leading a team.
- Ability to relate well to others.
- Good character, integrity, adaptability, and enthusiasm.
- Aptitude to enhance one's education and training for any perceived area of deficit.
- Certification in field of study preferred.
- Training in high & low ropes activities, along with lifeguard certification or lifeguard trainer certification is a plus.
- Knowledge and understanding of American Camp Association standards is a plus.

### **Education, Certifications, & Licenses**

A minimum of a bachelor's degree in recreation therapy, recreation, child development, education, or related field. Certification in a field of study preferred (CTRS or CCLS). Must have a valid Georgia Driver's License with a clean motor vehicle record. Must be certified in Level 1 or 2 high ropes training and/or lifeguard or lifeguard trainer upon hiring or be able to achieve certification within first 90 days of employment. Preference for employment and advancement will be given to candidates currently certified in Level 1 or 2 high ropes

training and/or lifeguard or lifeguard trainer. Current CPR/First Aid certification is required or must be obtained within the first 90 days of employment.

Interested applicants should submit a cover letter and resume to [careers@camptwinlakes.org](mailto:careers@camptwinlakes.org)

*Camp Twin Lakes provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, status as a covered veteran, or any other protected class in accordance with applicable federal, state, and local laws. Camp Twin Lakes complies with applicable federal, state, and local laws governing non-discrimination in employment in every location in which Camp Twin Lakes has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*