

# CIRCUS SMIRKUS

## TITLE: Camp Activities Coordinator

Department: Camp	Staffing Classification: Seasonal
Reports To: Summer Camp Director and the Head Counselor	FLSA Status: Exempt
Date Approved:	Signature:

### Job Summary:

The Activities Coordinator is responsible for the creation and implementation of non-circus camp programming, and the coordination of the camper activity schedule, both instructional and recreational. The Activities Coordinator is a member of the camp leadership team, along with the Summer Camp Director, Head Coach, and Head Counselor.

### Duties include:

1. Provide support and guidance for all campers. Develop appropriate positive relationships with all campers. Assist with issues reported by counselors and other camp staff.
2. Maintain a positive and energetic attitude while working with campers, CITs, and staff.
3. Inform Health Professional, counselor and/or Summer Camp Director of any camper illness or injury immediately.
4. Participate in morning run, warm-ups and strengthening on a daily basis.
5. Participate in weekly night duty rotation as assigned.
6. Display enthusiasm for meal dress-ups, general programs, and circus training sessions. Motivate campers and staff to participate fully.
7. Be an inspirational and positive role model for all campers, CITs, and staff.
8. Develop age-appropriate, child-centered activities. Respond to the interests of the campers in the creation of new activities.
9. Create a balanced activities schedule incorporating high-energy activities as well as activities that promote relaxation. Provide support and guidance for the campers and staff in the implementation of activities.
10. Maintain and resupply activities inventory, supplies, and equipment.
11. Attend daily counselor meetings. Drop in to coach meetings for daily updates.
12. Assist in mealtime supervision. Make sure the campers and staff have what they need and campers are eating a well balanced meal.
13. Participate in Leadership Team Meetings to share feedback and help make decisions.
14. Provide Summer Camp Director with a activities plan three days prior to the session.
15. Provide all staff with an activities plan at the Sunday staff meeting.
16. Prepare for activities in advance of campers' arrival to the activities site. Maintain control of the campers and delegate roles to counselors prior to activities start. Promote an emotionally and physically safe play environment.
17. Assist in the arranging of Rest Day, trips to the Tour, and any other all-camp outings.
18. Work with the Head Cook to plan ahead for any food-related activities including the preparation of the "pie" for Pie Day.
19. Assist staff with implementing fun, random acts of insanity to boost camp and staff morale. Ensure that every camper is represented in the "Tree of Wow" and participate in creating fishes for the staff's "Sea of Wow."
20. Perform random room checks for campers throughout each session.
21. Introduce new and creative activities to keep the activities programming fresh!

22. Assist the concessionaire with a variety of tasks including: putting together and delivering care packages; helping with inventory; sales on pick up day; and other concession-specific tasks as needed.
23. Perform other tasks as needed or requested by Camp leadership.

**SKILLS AND EXPERIENCE DESIRED:**

- Experience in working with children and teens in summer camp or instructional settings.
- Ability to listen, communicate, and respond to multiple constituencies, solve problems, and create win - win situations with people of all ages.
- Ability to relate to and motivate both campers and staff.
- Ability to work collaboratively in a team.
- Basic computer skills; ability to maintain the basic financials of activities equipment and purchases.
- Must like kids, circus, and silliness.

**WORKING CONDITIONS:** Work is normally conducted both indoors and outdoors, in the camp office and the concessions store on site. Must be able to lift 40 pounds. A typical day: Counselor meeting at breakfast; warm up attendance; tasks as needed; lunch walk about and announcements; preparation for afternoon and evening activities; lead activities in the afternoon into dinner and lights out. Work day is typically from 7:30 until 9:30 with chunks of time for breaks throughout the day as needed.

**SUPERVISION:** Supervision is received from the Summer Camp Director and the Head Counselor

*Circus Smirkus is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.*

<http://www.smirkus.org>