



Program Coordinator



Job Description

Non-Counseling Staff

At Hawkeye there are two different types of staff; counseling and non-counseling staff. The primary difference between the two is that the counseling staff works directly with the campers; they can be considered our front-line people, while the non-counseling staff does everything else. There are three types of counseling staff; cabin counselors, program counselors, and general counselors. The first is the primary staff member in a specific cabin and stays with one group all day; the second is the primary staff member in an activity area (ex. archery) and remains there all day working with a variety of groups; and the third is the secondary staff member in either place depending on their assignment spending an equal amount of time in each place.

Non-counseling staff include the following:

Director	Special Activities Coordinator (SpAC)
Program Coordinator (PC)	Office Manager & Camp Mom
Nurse	Chef

These individuals do all of the things that make camp run. They organize each and every day, set up each activity, purchase, care for, and keep track of all equipment, manage and repair buildings, liaise with parents, suppliers, and compliance officers, overview long range planning, manage the camp store, and much more. In a nutshell these individuals do all of the skill based planning and management to ensure the smooth functioning of the program, and, the wellbeing of the community and its members.

Each of the above listed non-counseling staff members report directly to the Director who acts as their direct supervisor providing supervision on a weekly basis. Each staff member throughout camp has weekly paperwork responsibilities that include a self-evaluation prepared prior to supervision. During supervisory meetings the Director provides guidance, feedback, and support. All non-counseling staff are responsible for some vital area of camp; SpAC for all special activities, PC for all regular programming and supervision of Program Staff, Chef for the kitchen and all meal related issues, nurse for the health center and community members' well-being, and the Camp Mom for the camp office. Some of these individuals supervise other staff members directly and some work relatively independently as members of the administrative team.

Overview

The Program Coordinator role is vital to the Camp Hawkeye community. This works in coordination with the Camp Director to development and manage the entire Hawkeye program. S/he ensures that all scheduling is done including the main program schedule and all sub-schedules. This individual manages the flow of all activities on a daily and weekly basis.

In addition to managing the scheduling of the program the Program Coordinator manages the Program Staff. S/he directly supervises all non-Waterfront Program Staff on a daily informal and weekly formal basis.

As a central member of the Leadership Team this individual picks up any extra responsibilities as needed.



Responsibilities

- Creation and management of the regular schedule
- Creation and management of all sub-schedules including, but not limited to, the following:
 - Days Off
 - Night Duty
 - Pole Duty
 - Julia
 - Island Overnights
 - Coverage
 - Hours Off
 - Transportation
 - Camper Orientation
 - Visiting Days
 - Changeover
- Open & honest communication with other Leadership Team members
- Daily informal check-ins with each Program Counselor
- Weekly formal Kaizen Meetings with each Program Counselor
- Ensuring that Program Staff have all necessary supplies prior to activities
- Program Management within budgetary guidelines
- Daily presentation of program issues to Director & Leadership Team in nightly meetings

Required Certifications

None

Recommended Skills/Abilities

- Strong Organizational Skills *
- Love of working with kids
- Desire to make a difference and a commitment to diversity
- Experience working with, or within, a diverse population, or community
- Strong written and verbal communication skills
- Willingness to Learn
- Positive thinker that can maintain that positive attitude throughout times of stress
- Flexibility and Adaptability *
- Familiarity with Technology
- Experience with and Around Children
- Ability to Juggle Multiple Tasks
- Easy Manner on the Phone
- Ability to Work Independently