

# Leadership Coordinator

## Job Description

<b>Duration:</b>	Seasonal Full-Time (Pre-Camp through Clean Up + 1 Day)
<b>Compensation:</b>	\$3,500.00-\$5,000.00. Includes lodging, food, & laundry.
<b>Reports to:</b>	Director
<b>Quick Summary:</b>	Leadership Team Member. Responsible for all aspects of the Leadership Development Program and its participants. Supervises the personal growth and group development for CiT's and JC's. Delivers or schedules all workshops and direct trainings. Coordinates with other Leadership Team Members to schedule and implement CiT & JC sub-schedules into regular schedule. To offer scheduled & emergency coverage on camp as needed. Other tasks as assigned by the Directors.

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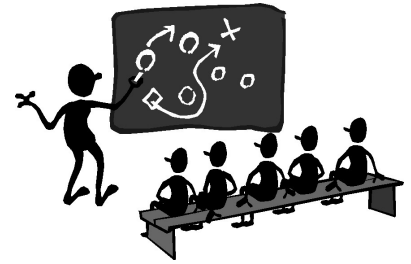
### OVERVIEW:

This position is a key Leadership Team Member. This individual is responsible to the Director and will work closely with them as well as other Leadership Team Members. They must be a confident and organized manager who is excited about the personal development of our teenage participants. This position combines repeated and consistent teamwork with significant independent work and long hours. It demands a high level of organization & flexibility. The Leadership Coordinator position is a seasonal full-time employee. Responsibilities demand a high level of energy and commitment to the Camp Hawkeye mission.

In the simplest terms the Leadership Coordinator runs the two-year Leadership Development Program. This program includes the Counselors in Training (CiT) and the Junior Counselors (JC). The Leadership Coordinator is responsible for managing and implementing the CiT & JC schedules and includes coordination with the Program Coordinator to align certain overlapping elements with the regular schedule. The Leadership Coordinator is also responsible for the development of the individual participants in the program as well as the CiT & JC groups in the collective. This includes daily informal and schedule formal feedback & evaluation. An important ultimate goal of all programming is participant happiness. This includes the creation and support of unforgettable positive experiences and relationship building.

The Counselor in Training Program (CiT) demands a large amount of face time and personal direct supervision from the Leadership Coordinator. It includes the daily Workshop scheduling and delivery, and, nightly CiT Meetings. The Junior Counselor Program (JC) demands very little daily face time and personal direct supervision in comparison. The Leadership Coordinator ensures that all programming is well thought out, planned, and presented as to provide important, engaging and progressive growth opportunities.

As a Leadership Team member any responsibility which is not explicitly delegated to another staff is the responsibility of the Leadership Coordinator. Other responsibilities as assigned by the directors.



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## PRIMARY RESPONSIBILITIES:

The Leadership Development Coordinator is responsible for all aspects of the Leadership Development Program and its participants. This includes, but may not be limited to:

- Ensure the physical and emotional well-being of all CiTs/JCs.
- Make the CiT & JC experiences a positively memorable one for every participant.
- Participate positively & without hesitation in all activities to which the group is assigned.
- Anticipate problems and issues before they occur.
- Management, oversight of CiT program including:
  - Dishes Rotation
  - AM Coffee & Tea
  - Nightly Meetings
  - Group Cooking 1/wk
  - Tents Overnights
  - Apprenticeships
  - End of Session Evals
  - Fun Police/Social Center
  - CiT Orientation
  - Weekly Laundry
  - Arrival & Departure Days
  - All-Camp Activity
- Management, oversight of JC program including:
  - Iron Chef Rotation
  - JC Kitchen Schedule
  - Social Integration
  - Other Camp Visits
  - Research Project(s)
  - Hours & Days Off
  - JC Orientation
  - Sub-Schedule Exposure
  - Arrival & Departure Days
- Monitor CiT's personal hygiene, happiness, connection to the group, and participation.
- Communicate with CiTs/JCs prior to arrival to develop a rapport & lay out expectations.
- Maintain an appropriate mien and balance between fun and acceptable behavior.
- Plan, organize, & lead some aspects of Staff Orientation Workshops (determined yearly)
- Daily informal check-ins with Kitchen & Maintenance Staff re: JCs
- Weekly formal Kaizen Meetings with Junior Counselors.
- Open & honest communication with other Leadership Team members
- Daily presentation of program status to Director & Leadership Team in nightly meetings

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## REQUIRED CERTIFICATIONS:

- Undergraduate Degree

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## REQUIRED 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 \*
- Experience with and Around Children
- Ability to Juggle Multiple Tasks
- Ability to Work Independently