



# Program Coordinator



## Job Description

- Duration:** Seasonal Full-Time (June 14 through Clean Up + 1 Day)
- Compensation:** \$2,500.00-\$3,000.00. Includes lodging, food, & laundry.
- Reports to:** Director
- Quick Summary:** Leadership Team Member. Responsible for the daily schedule and all sub-schedules. Supervises Program Activity Heads. Coordinates with other Leadership Team Members to monitor and facilitate all staff and bunk assignments. 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. The individual who fills this role is responsible to the Director and will work closely with them as well as other Leadership Team Members. S/he must be a confident and organized manager who is familiar & comfortable with the Hawkeye program. This position requires repeated and consistent teamwork and long hours. It demands a high level of organization & flexibility. The Program Coordinator position is a seasonal full-time employee. Responsibilities demand a high level of energy and commitment to the Camp Hawkeye mission.

The Program Coordinator, in many ways, runs the day-to-day of camp. They are responsible for all aspects of the schedule. This includes the regular daily schedule, special activities, trips, island overnights, and other sub-schedules. The Program Coordinator liaises with the Trips Coordinator, CiT Coordinator, JC Supervisor, Head Counselor and Directors to ensure the fitting together, planning and seamless execution of all corners of the schedule.

The Program Coordinator supervises Program Activity Heads. They provide weekly or bi-weekly supervision, oversight of their professional development, and evaluation. In addition the Program Coordinator ensures that all programming is well thought out, planned, and presented as to provide important, engaging and progressive activities. An important ultimate goal of all programming is camper happiness, growth, and achievement for all participants. This includes the creation and support of unforgettable positive experiences and relationship building.

The Program Coordinator maintains a big picture view of the Hawkeye program while managing a superior experience for all participants. As a member of the Leadership Team any responsibility which is not explicitly delegated to any other staff member is the responsibility of the Program Coordinator. Other responsibilities as assigned by the directors.

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## PRIMARY RESPONSIBILITIES:

The Program Coordinator is responsible for all aspects of the schedule. In a nutshell this individual oversees and manages all activities, assignments, trips, and sub-schedules. This includes, but may not be limited to, the following:

- Management and distribution of main schedule and all sub-schedules:
  - Days Off
  - Night Duty
  - Pole Duty
  - Julia
  - Tribe Activities
  - Tents Overnights
  - Coverage
  - Hours Off
  - Iron Chef
  - Special Activities
  - Camper Orientation
  - Visiting Days
  - Changeover
  - Transportation (w/Director)
  - Evening Activities
- Develop activity plans, weekly themes, and related supplies lists in coordination with the Directors and individual Program Staff.
- Make daily announcements at meals and other times. Start meals & lead announcements.
- Develop Program Budget and Area sub-budgets. Ensure compliance with budget limits.
- Ensuring that Program Areas have all necessary supplies that they will or may need.
- Open & honest communication with other Leadership Team members
- Assist with behavioral needs and group leadership/management as needed. Liaise with Head Counselor to link up information surrounding Program Area behavioral needs
- Supervision of staff in-attendance before Staff Orientation to help prepare & set up camp
- Plan, organize, & lead some aspects of Staff Orientation Workshops (determined yearly)
- Daily informal check-ins with each Program Activity Head
- Weekly formal Kaizen Meetings with particular Counselors (determined yearly)
- Daily presentation of program issues to Director & Leadership Team in nightly meetings
- Assist Head Counselor in organization, planning, and management of cabin life as needed

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## REQUIRED CERTIFICATIONS:

- None

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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