

Girls Quest Camp Oh-Neh-Tah
PROGRAM COORDINATOR
Job Description

Girls Quest operates Camp Oh-Neh-Tah, nestled on the edge of the northern Catskills, less than a three (3) hour drive from New York City. Situated on 400+ acres, staff and campers have an experience of a lifetime through outdoor and educational activities, and interacting with a diverse and strong community. Building on an 80 year legacy of serving underserved girls from NYC and Greene County, Camp Oh-Neh-Tah will offer a multi-day session for 50 campers with 30 staff. For more information about Girls Quest and our program, please visit our website at www.girlsquest.org.

JOB SUMMARY

Program Coordinator is responsible for all aspects of camp daily and special activities, and orients, trains and supervises Program Specialists in the execution of their duties. Monitoring and enforcing program safety rules, policies and procedures is an important aspect of the job. Position reports into the Camp Director. The Program Coordinator is a part of daily camp. Alternative housing separate from campers provided.

RESPONSIBILITIES

- Write Daily Schedule and supervise the scheduling of Program and General Staff
- On a daily basis meet with the Camp Director, Assistant Director and Unit Leaders to address the schedule, staff/camper concerns and pending issues
- Inspect program areas frequently and be alert to faulty equipment and repairs, and report these to the Maintenance Assistant or Caretaker
- Supervise planning and execution of all evening and special camp events and programs
- Help Program staff develop lesson plans that are appropriate for 8-14 year olds
- Ensure reports from Program staff are accurately completed and on time
- Observe and evaluate all Program staff
- Provide moral support for all Program staff
- Teach or assist in an assigned activity area
- Be available to step into any position at camp as the need arises
- Assist with leadership of staff training
- Communicate with the Camp Director any concerns regarding program, staff or campers
- Be willing to step out of your personal comfort zone or box
- Attend and participate in all continued training and staff meetings
- Be adaptive and respectful of all camp participants and the camp environment
- Maintain open communication with all staff
- Help maintain camp spirit

QUALIFICATIONS FOR ALL STAFF

- Desire to work and live in the outdoors for two (2) weeks in upstate New York
- Maturity, good moral character, and integrity
- Understanding and liking of children; knowledge of behavioral issues a plus
- Patience and sensitivity to the needs of children
- Willingness to work as a team player for the benefit of the girls entrusted to our care
- Willingness to forgo significant use of technology except during unscheduled times
- Acceptable Health Exam and current Immunization Record
- Attend mandatory Training Session at camp prior to campers' arrival

QUALIFICATIONS/REQUIREMENTS

- Must be 21 years of age and a high school graduate
- Prefer one year of college or related experience
- Must have two years summer camping and supervisory/leadership experience
- Must demonstrate leadership and organizational abilities

- Must be able to follow guidelines for program and safety set forth by Girls Quest, American Camp Association and the New York State Department of Health
- Must be able to complete required paperwork, such as reports and evaluations as necessary
- Valid Driver's License preferred, but not required

NOTE: Sleeping cabins are rustic, but have electricity and are adjacent to sanitation facilities. Laundry facilities available. Bedding provided, but bring your sleeping bag. Abundant wild life.

TO APPLY

Complete [Camp Staff Application](#) and provide Resume and three (3) Letters of Recommendation. Send to: Constance Stine, Camp Director, Camp Oh-Neh-Tah, 7636 E. Oasis, Mesa, AZ 85207, or Email: campdirector@girlsquest.org **NOTE:** Background checks will be conducted.