



Job Description

Job Title: Camper Experience Coordinator
Reports To: Program Director and Executive Director
Position Status: Seasonal

POSITION SUMMARY:

The Camper Experience Coordinator is responsible for furthering the mission of YMCA Camp Timbers through the planning, preparation, and delivery of all-camp programs and experiences. This position helps create a fun, welcoming, energetic, and inclusive camp community through all-camp gatherings, meal experiences, evening programs, hangtime activities, special events, and camp traditions.

The Camper Experience Coordinator effectively communicates with staff regarding schedules, program expectations, and program needs and works collaboratively with the Summer Leadership Team to ensure programs are safe, engaging, and appropriate for the age and abilities of campers. They serve as a role model for campers and staff and are a part of the Summer Leadership Team.

ESSENTIAL FUNCTIONS:

- Plans, prepares, and facilitates all-camp gatherings and programs, including daily meal announcements, hangtime activities, evening programs, afternoon snacks, special events, and camp traditions.
- Develops and implements a weekly camp theme that supports camp culture, community, and camper engagement.
- Plans and leads appropriate meal chants, songs, cheers, and call-and-response activities at designated points during each meal.
- Teaches campers and staff new chants, songs, and traditions as needed and encourages enthusiastic participation.
- Plans and facilitates afternoon snacks, hangtime activities, and other informal opportunities for campers to connect and have fun.
- Plans and facilitates evening programs and other camp-wide experiences that are engaging, inclusive, and appropriate for the campers served.
- Delivers programs that are safe, fun, inclusive, and appropriate for the age, developmental level, and abilities of campers.
- Communicates effectively with staff regarding program schedules, expectations, supplies, setup needs, and other information necessary for successful program delivery.
- Works with Village Coordinators, Cabin Counselors, and program staff to encourage participation in all-camp activities and communicate upcoming events.
- Assists with the development and implementation of staff training, including coaching staff on effective program facilitation, group engagement, and camp traditions.
- Adjusts programming as needed due to weather, camper needs, staffing, schedule changes, or other camp operational considerations.
- Takes and uploads high-quality camper photos to BUNK1 on a daily basis in accordance with Camp Timbers' photo and privacy procedures.
- Ensures cabin photos are taken and provided to the Office Coordinator by Tuesday of each session.
- Serves as a member of the Summer Leadership Team and participates in leadership meetings, planning, and problem-solving.
- Performs any other functions necessary for the smooth and efficient operation of camp and to make the camp experience the best it can be for campers.

QUALIFICATIONS:

- Minimum age 19
- Proven leadership ability with organizational skills and a talent for developing and leading a team
- Current certification in First Aid and CPR required; Lifeguard preferred.
- Valid driver's license preferred
- Previous camp experience preferred
- Ability to communicate with camper families
- Leadership ability and teamwork oriented
- Possess a variety of skills and experience with youth

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and mental endurance required to maintain constant supervision of campers.
- Physical ability to lift up to 50lbs.
- Work is performed in a fast-paced outdoor and office environment. Ability to communicate both orally and in writing is essential for this position. Visual acuity is required for reading computer screens and/or documents and making changes as necessary/required. Job requires high levels of alertness and concentration. Walking is frequent. Repetitive stooping and bending with frequent lifting of light to heavy objects is required. The ability to sit for long periods of time is required as well as, the ability to manipulate keyboards, telephone keypads, and writing and kitchen utensils. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, outside weather elements, and extreme heat.

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of YMCA Camp Timbers. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

SIGNATURE

DATE