



Country Life Kids Camp is seeking an Academic Program Coordinator

Camp mission and philosophy

Country Life Kids Camp (CLKC) is a unique day camp which offers sports instruction, athletic performance training, team building challenges, hands-on science activities, a Young Naturalist Program, academic enrichment and good old-fashioned summer camp fun rolled into one! The camp is located in Medina, Ohio and instructs campers aged 6 through 13 years old.

The mission of CLKC is to prepare our youth for the future by instilling in them character, values, leadership, and a moral compass by which to lead their lives. Focus is on the development of the whole person and is encouraged through a supportive atmosphere of academic excellence, athletic achievement, and a variety of core character beliefs that support what the children are learning at home and at school. The expectation is that each staff member is invested in the continued development and the wellbeing of each camper. CLKC Director and staff are highly committed to teaching the core values – respect, responsibility, honesty and caring. Safety and appropriate supervision are essential components of our program. Staff are carefully selected from a rigorously screened group and are trained extensively.

Academic Program Coordinator (APC) overview

CLKC is seeking to fill a critical position – **an Academic Program Coordinator (APC)** – to join the CLKC team.

The Academic Program Coordinator is part of the leadership team that oversees camp activities, as described below.

The APC is a team member who is highly collaborative and committed to excellence in his or her daily performance. S/he assists the CLKC staff to deliver the curriculum content, with support from the Director and Assistant Director, and input from the other Coordinators. **The APC's daily focus will be on the day-to-day operations and execution of the CLKC curriculum**, especially helping to incorporate the academic content into other instruction areas (ex. science (STREAM), Young Naturalists, Young Engineers, Young Finance, Mystery Lab, religion, What Do You Stand For? (WDYSF), Coaching Character, and art). The APC will also interact with, and occasionally direct, a team of Counselors, SIT Trainees and CCIT Trainees, for the purpose of creating a unique and exceptional learning experiences for CLKC campers. In addition, the APC's responsibilities would include central roles in planning all CLKC special events.

The APC and Assistant Director provide oversight of all CLKC activities in the absence of the Camp Director.

The ideal candidate will be motivated, high energy, enthusiastic, and passionate about creating a cooperative hands-on learning atmosphere that engages the campers in learning while having FUN! The successful candidate must possess strong leadership skills. S/he must have a strong background in education, and excellent organizational, writing and communicational skills. The ideal candidate will have camp administration experience.

Specific educational responsibilities include-

- Working collaboratively with Director, Assistant Director and Coordinators to manage and lead junior staff and trainees to understand curriculum and collaborate on learning goals
- Executing program planning, curriculum development, project coordination and implementation of curriculum/designated subjects
- Facilitating instruction and age-appropriate activities/instruction across all CLKC content areas
- Writing weekly recap to parents highlighting camp-related events
- Participating in relevant or required training / professional development opportunities

Administrative and organizational responsibilities include-

- Scheduling staff
- Managing online system (Campsite), including pulling specialized reports and coordinating daily sign-in sheets
- Capturing video (via traditional or Go-Pro) for sports activities and other camp activities

- Managing social media profiles, including Facebook, Twitter and Instagram
- Strong leadership skills, and the ability to quickly respond to emergency situations; ensuring order by implementing disciplinary action based on CLKC policy and procedures
- Attending all CLKC's orientation and trainings (Open House event, orientation, safety and compliance)
- Upholding all CLKC policies and philosophy, and utilizing CLKC goals and objectives as a basis for working with one and all
- Keeping orderly and stocked classroom supplies; ordering or restocking supplies when needed
- Occasionally working weekends to help set up for events and program activities (i.e. Open House)
- Clerical, office, or guest service tasks (i.e., giving tours of facilities; check-in and checkout)
- Assumes all other duties and responsibilities as assigned by the Camp Director

General qualifications-

- Ability to be highly professional as well as flexible, adaptable, collaborative, approachable and outgoing; able to speak to large crowds of campers and parents, sometimes in groups up to 100 people
- Ability to work independently with minimal supervision
- Strong oral and written communication skills
- Ability to relate to a diverse range of people and exercise cultural competence and inclusion
- Strong work ethic and project management skills
- Commitment to CLKC's discipline, safety and emergency procedures
- Computer literate (Word, Excel, PowerPoint & Tablets)
- Experience with social media
- Classroom management skills, and interest in working with children are necessary assets
- Ability to pass program certifications (i.e., First Aid, CPR); current certification in First Aid and CPR
- Able to lift/move up to 50 pounds and stand or walk for long periods of time
- A valid driver's license and reliable transportation
- Successful completion of criminal background check process

Preferred qualifications

- Prior camp administration experience; Bachelor's Degree, or progressing towards a degree, in a field of Education, Parks and Recreation, or ministry; or equivalent experience teaching/coaching in formal or informal settings such as tutoring, after school programs, Sunday school and other non-traditional teaching environments

Bonus Opportunities available during the off-season (February – April, 2020) may include:

- Establishing and cultivating relationships with institutional funders and individual donors
- Fundraising and grant writing
- Maintaining or contributing to CLKC social media platforms and creating and/or updating website content
- Helping with marketing opportunities at local schools and other venues, such as local camp fairs

The APC reports to the CLKC Director and Assistant Director. This is a 1099 paid sub-contractor position and pay rate will be negotiated with the Director. A retention bonus may be available if re-engaging in subsequent seasons.

To apply: Please submit your resume and other materials to: tina@countrylifekidscamp.com