



## **2021 Signature Programs Coordinator Job Description**

The Signature Programs Coordinator is responsible, from a creative and logistics standpoint, for the implementation of all special and signature programs including but not limited to; Opening and Closing Ceremonies, Campstock, Tusc Triathlon, and Mass Program. This position requires a high level of creativity and experience running programs at CSL. Signatures programs will be written and ran by committee, and this position will serve as the committee chair for all Signature Programs. Signature Program Coordinator reports directly to the Assistant Director. Additional responsibilities as directed by the Assistant Director.

Must be experienced in camp programs, dependable, and flexible. 21+ years old preferred.

### **Roles/Responsibilities/Expectations:**

- Serve as Senior Staff member
- Be responsible for the general health and safety of all campers and staff
- Establish an atmosphere in which campers feel secure, happy, and included
- Supervise campers under their immediate care at all time
- Ensure campers and staff adhere to camp rules
- Act as a positive role model
- Participate in all camp activities and supervisory initiatives
- Cooperate with all other staff regarding matters of rules, safety, and program
- Other duties as assigned by CSL Director, Assistant Directors, and Program Area Leader

### **Dates:**

Must be available for the entirety of the dates listed below.

- Senior Staff Orientation begins June 17<sup>th</sup>, 2021
- Camp season ends August 18<sup>th</sup>, 2021
- Other mandatory training dates TBD

### **Compensation:**

- Approximately (7) paid days off during the Camp season
- Full time hours including days, nights and weekends
- Competitive pay plus Room and Board