

# CAMP OCCOHANNOCK

*on the bay*

9403 Camp Lane Belle Haven, VA 23306  
757-442-7836 [www.ootbay.org](http://www.ootbay.org)

## Day Camp Coordinator Job Description

**Reports to:** Camp Director

**Dates of Employment:** June 2 - August 8

**Dates of Employment:** Staff Training - June 2- June 13  
Camp Season - June 16-August 8

### **Position Purpose:**

Day Camp Coordinator must be 21+ years of age.

Works in conjunction with Camp Director to carry out the lessons, activities and safety for our Day Campers. They will plan, adapt, and make sure all activities for campers are carried out and safe.

Day Camp Coordinator will help organize the Day Camp Counselors as they carry out lesson plans and activities. They will help monitor safety, effectiveness and care for the campers.

They will help set up and prepare for the activities so the staff can come lead.

They will work with Camp Director to ensure volunteer helpers have supplies and items for their time.

Day Camp Coordinator will be a point of contact for families, parents and staff.

Day Camp Coordinator will be stepping into care for kids as needed, help deliver supplies, move items, and prepare for transitions. They will teach lessons, lead games and prioritize the children over everything else.

### **Compensation**

\*\$4,000 for the summer season (June 2- August 8)

\*Paid trainings - CPR/First Aid, Climbing Wall, Lifeguarding

\*Meals, during work time, are provided

\*Additional paid work opportunities on time off-as offered by Director