



## PROGRAM COORDINATOR JOB DESCRIPTION

*The Painted Turtle seeks to reach beyond illness, to inspire children with chronic and life-threatening illnesses to become their greater selves.*

**Title:** Program Coordinator  
**Department:** Camp Program  
**Reports to:** Camp Director  
**Status:** Full Time, Year Round  
**Location:** Hybrid: Remote/On Site for Specific Sessions  
**Date updated:** 12/20/22

**Summary:** To assist the Camp Director in maintaining operations for the Camp Program, specifically overseeing all programming aspects of camp. The Program Coordinator will work with the Camp Director to maintain all camp program areas, supervise program staff, implement program area enhancements, and ensure the safety of all programs for campers

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

### **On-Site Camp Programming**

- Maintains all camp program areas ensuring camper and staff safety in every area, ordering supplies for programs, and preparing program areas for the Family Weekend and summer seasons.
- Assist on-site camp programming, including family weekends and day programs. Responsibilities include participating in program planning meetings, preparing campsite for weekend or day programs, implementing camp programs, leading the evaluative process of programs, and facilitating program area enhancements.

### **Activity Staff Support and Supervision**

- Assist recruitment and hiring of seasonal staff. Responsibilities include active program staff recruitment, interviewing, staff selection, and hiring.
- Recruit, train, and manage High Risk (High Ropes, Lifeguards) staff and volunteers
- Assist in All-Staff Orientation and training. Responsibilities include updating program area manuals, planning program staff orientation, and leading program portions of all-staff orientation.
- Directly supervises all program staff.

### **Camp Administration**

- Assists in maintaining program area budgets.
- Management of a high volume of correspondence.
- Adhere to and implement the policies and procedures of The Painted Turtle.

### **Other**

- Recruits and manages all day program volunteers.
- Supports the camp program team in obtaining and upholding the American Camping Association accreditation and standards and the SeriousFun Children's Network Criteria. Responsible for maintaining all programmatic standards and criteria.
- Obtain certifications required for program areas: lifeguard, CPR/First Aid, Ropes Course (ACCT).
- Completes necessary duties as a member of camp administrative and program team as assigned by the Assistant Camp Director or Camp Director.

### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- **Interpersonal** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.
- **Team Work** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Leadership** - Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Gives appropriate recognition to others; Displays passion and optimism; Mobilizes others to fulfill the vision.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.
- **Judgment** - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Follows through on commitments.
- **Attention to Detail** – Pays attention to details; Understands and follows organization protocols; Is thorough and complete in performing responsibilities.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands;

Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **REQUIRED EXPERIENCE:**

##### **Education/Experience:**

Two years related experience and/or training; or equivalent combination of education and experience.

##### **Language Ability:**

Ability to read, analyze, and interpret general business periodicals, technical procedures, government regulations and policies and procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, staff, clients, customers, and the general public.

##### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

##### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Outlook and Excel software applications.

##### **Lodging Requirements**

Living on camp required during camp program sessions. Lodging is provided on-site.

**The purpose of our job posting is to provide an overview of the responsibilities and qualifications needed for this role and to describe what it would be like to work at The Painted Turtle. If this sounds like the type of job you are interested in, and we sound like a non-profit that you would like to work for- then please apply even if you don't match 100% of the job description.**

**OUR CORE VALUES:** Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for

our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

The Painted Turtle is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability status, or any other federal, state or local protected class. We encourage applicants from a wide variety of identities and experiences to apply.

**To apply:** Please submit a resume and cover letter to Christine Cook, HR Manager at [christinec@thepaintedturtle.org](mailto:christinec@thepaintedturtle.org)

Please visit The Painted Turtle's website at [www.thepaintedturtle.org](http://www.thepaintedturtle.org).