

JOB DESCRIPTION: Youth Camp Co-Coordinator

Adopted: April, 2019

Reviewed: April, 2019

General Function: Work with my co-chair to hire and manage counselors and a director for a 5 week camp for approximately 25 children weekly. Coordinate sailing/tennis curriculum and be sure the necessary supplies have been obtained. Register campers, collect camp tuition and keep records of camp spending. Report to the Board and membership at large regarding camp activities and budget information.

Essential Duties: (Main responsibilities of the job and when, i.e. months of the year or ongoing, when job duties need to be done. This is the most complete part of the job description.)

- o January - coordinate with co-chair regarding division of duties. Chair 1 can do preliminary hiring search of collecting applications and reaching out to old staff while Chair 2 can do the 2nd interview and advertise postings in local paper/online/Breeze/Scuttlebutt
- o March - employment applications due; get camper registration materials out to Breeze Chair and Scuttlebutt and on OTYC website
- o April - end - hiring complete, begin collecting pre-registrations and record in Excel, collect checks (give to treasurer at the start of camp). Early registration ends mid-June then the rate increases for tuition
- o May - reach out to staff, put together via email and text and ask them to begin brainstorming ideas for camp activities, continue to collect camper registrations (most will come after printed in the Breeze)
- o Mid-June - have plan ready for week 1 of camp as well as supplies ordered and delivered to one of the Chairs' cottages for the start of camp, put together camp binder which includes daily logs, attendance sheets, waivers printed and extra registration forms. Collect W4 forms from all employees and get to treasurer.
- o Late June/Early July - schedule a staff meeting the day before camp begins to check supplies at OTYC, coordinate snacks, review staff expectations etc.
- o July - Camp begins usually the first week of July. No camp on July 4th. Chairs stay for a bit at camp every Monday to greet new campers and to collect walk-in registrations and waivers. Stay to monitor weekly Monday swim test. All campers must participate.
- o Repeat each week until camp ends. Regularly check in with staff and director to monitor needs at camp, supplies, manage any staff issues,

manage any camper issues, obtain supplies, notify waterfront chair if any boat repairs are needed.

- o The last day of camp have staff put all equipment away neatly in camp closet and boat garage. Remind them to submit all reimbursement receipts to the treasurer.
- o Aug - report final registration and expenses to treasurer and OTYC board, write up report for the Breeze

Anticipated Budget Needs: Variable each year but approximately \$75 in supplies weekly and \$10,000 in salary. An occasional extra expense is needed (such as lifeguard belts, tennis balls, staff shirts, whistles, tennis balls).

Contractors used to assist the Chairperson:

Use Leelanau Enterprise and Indeed.com to advertise for camp staffing. Work closely with waterfront chair to insure boats are in working order. Work with Commodore on an advisory level when staffing concerns or camper concerns arise.

Other Information that might be helpful:

Excel Spreadsheets - to track camper registration and expenses; Word Documents - contracts, waivers, camp logs, camper awards, registration materials; Email - coordinate with staff & parents; Sign Up Genius - obtain volunteers for Friday lunches provided by parents; Documentation - staff job descriptions, expectations, daily schedule