



a seriousfun camp

## Program Coordinator Job Description

**Title:** Program Coordinator  
**Reports to:** Assistant Camp Director, Programming  
**Status:** Full Time, Year-Round, Hourly

The Program Coordinator will support the Mission of Roundup River Ranch by assisting with planning and developing activities, schedules, entertainment, materials and resources for camper programs. The position will assist in ensuring that programs and activities demonstrate the fundamentals of intentional programming. This position directly supports program leaders and the general camp team as needed.

### Job Responsibilities

- Ensure all camp programs support the mission, vision and values of Roundup River Ranch and are in line with the philosophy of intentional programming
- Work with the Assistant Camp Director, Programming to ensure training and support for program leaders, program volunteers, and all other staff relating to activity responsibilities and leadership
- Be familiar with all information available on each group of campers including the medical and behavior alert lists, program adaptation needs, and any other information provided by the Support Team
- Be fully aware of all safety and emergency procedures, and executing procedures when required including ensuring campers are aware of and understand the safety rules at activities, and around camp
- Maintain camper and colleague confidentiality at all times, and respect the confidentiality of support team discussions/responsibilities
- Under the direction of the Assistant Camp Director, Programming, provide general administrative support including basic clerical duties, project work and assistance with development of camper materials and resources for use during camp sessions
- This position may be required to perform activity and camper support duties in all program and residential areas when in season
- Assist with trainings of seasonal staff and volunteers
- Planning and implementing camp entertainments including themes, night activities, and all camp activities
- Supporting family camps including running programs, organizing night activities, and being a resource for volunteers
- Support the Volunteer Team with volunteer groups, transportation of volunteers, and programmatic support.
- Other duties as assigned

### Qualifications

- Passion for the Roundup River Ranch mission
- Bachelor's degree preferred
- Previous experience working with children and/or special needs populations in a residential camp setting preferred
- Proven experience in facilitating activities with youth
- Strong collaboration and team building skills
- Strong communication skills, both verbal and written
- Evening and weekend work required
- American Red Cross Lifeguarding Certification or willingness to become lifeguard certified



### **Special Conditions**

The Program Coordinator position may require occasional long days while camp is in session. Overnight accommodations may be available based on need, availability, and approval. The Program Coordinator will be expected to make a positive contribution to the camp culture and will assist in the day to day operations of camp as needed. The schedule of this position will change throughout the year to accommodate the camp schedule. This may include weekends, holidays, and evenings.

### **Essential Functions**

Roundup River Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Be able to demonstrate or participate in camp activities as they supervise and instruct campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.

### **Applications**

Applications (cover letter and resume) should be sent to Human Resources at [Emma@RoundupRiverRanch.org](mailto:Emma@RoundupRiverRanch.org). For more information, please visit our website at [www.RoundupRiverRanch.org](http://www.RoundupRiverRanch.org).