



a seriousfun camp

## THE HOLE IN THE WALL GANG CAMP

### Entertainment Coordinator

#### Job Description

#### **Job Requirements**

- 19 years of age or completion of one year of college.
- Physically and mentally capable to handle the care of campers.
- Be familiar with and enforce all safety, emergency and camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commitment to foster a community that celebrates inclusivity and our camp values, which include camaraderie, appreciation, possibility and safety.
- Be flexible with the changing needs of the program.
- Previous camping, education and/or childcare experience preferred.
- Perform other duties as deemed necessary by Camp leadership.
- All positions are residential and are hired for the duration of our summer program. The time commitment is early June to late August.

#### **Job Summary**

The entertainment coordinator coordinates all of camps entertainment during the summer camp program. This person will collaborate with various departments to ensure successful camp experiences for campers and their families, as well as to provide innovative and engaging camp program activities. This position works closely with other departments to foster a strong community.

#### **Job Responsibilities**

- Assist in planning and facilitation of staff orientation.
- Choose weekly camp themes, ensuring that each theme is intentionally thought out and inclusive to all participants.
- Facilitate camp meals, dining hall announcements, camp songs and dining hall traditions.
- Plan, oversee and organize meals and all-camp evening camp activities.
- Facilitate opening night campfire, carnivarty, counselor quest and awards night.
- Work with program counselors to provide intentional, safe and fun camp events.
- Provide professional support and guidance to program counselors. In conjunction with the support team, support program counselors including training, coaching and trouble-shooting.
- Work with outside vendors and visitors associated with camp entertainment,
- Work with the program team in coordinating staff care and support programs as needed.
- Assist in the opening and closing day procedures.
- Be responsible for knowing and adhering to policies and procedures contained in the Camp manual.
- Serve as a leader/role model for our camp community.
- Attend all staff meetings and perform any other duties deemed necessary by the executive camp director and assistant camp director.

#### **Reports to:**

- The entertainment coordinator is directly responsible to the assistant camp director.