Entertainment Coordinator Job Description

Job Requirements

- Must be at least 18 years of age.
- Must be physically and mentally capable of handling the care of campers.
- Must be familiar with and enforce all safety, emergency and camp policies.
- Serve as a role model and provide support to camp volunteers.
- Commit to fostering a community that celebrates our camp values, which are inclusion, gratitude, possibility, friendship and safety.
- Be flexible with the changing needs of the program areas and evening activities.
- The ability to work with a diverse community in a multicultural environment.
- Perform other duties as deemed necessary by camp leadership.
- All positions are residential and hired for the duration of our summer program. The time commitment is late-May to late-August.

Job Summary

The Entertainment Coordinator coordinates all of Camp's entertainment during the summer camp program, including specific evening programs and all meals. This position will collaborate with various departments to ensure successful camp experiences for campers, as well as to provide innovative and engaging camp program activities, while fostering 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, awards night and any other evening programs.
- Work with Program Counselors to provide intentional, safe and fun camp events.
- Provide professional support and guidance to Program Counselors. In conjunction with the leadership team, support Program Counselors including training, coaching and troubleshooting.

- 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 Camp Director and Assistant Camp Director.

Reports to

The Entertainment Coordinator is directly responsible to the Assistant Camp Director.

Our Commitment to Diversity

In keeping with Camp's core values, Hole in the Wall fosters a community of purposeful inclusion through a commitment to diversity and equity.