



Resident Camp Logistics and Communications Coordinator Position Description

Position Title: Resident Camp – Logistics and Communications Coordinator
Department: Youth and Camp
Classification: Part-time, Non-Exempt
Supervisor: Youth and Camp Director
Salary: \$946.95 (for the time at resident camp)
Meeting Rate: Minimum Wage - \$16 per hour (for all pre-camp meetings scheduled by the Youth and Camp Director)

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other functions as assigned or requested to further support the organization's mission.

Position Summary

Temple Akiba's Resident Camp Logistics & Communications Coordinator works directly with the Camp Director and designated camp leadership to coordinate logistical needs of each functioning group and program at Camp. The Logistics & Communications Coordinator is the primary liaison to shares the needs of Camp Akiba with the campsite's facility staff. In addition, the Logistics & Communications Coordinator implements the communication plan and is the primary communicator to parents during the two weeks of the resident camp program.

Essential Position Responsibilities

- Consistent, honest, respectful, and effective communication with Camp Director, designated camp leadership, and all other camp staff
- Assists with logistical needs related to programming time, location, and supplies
- Camp Akiba's primary contact to the campsite's staff as it relates to food, maintenance, and health & safety needs
- Conducts cabin checks to ensure cabins maintain cleanliness and overall safety
- Oversees mail delivery for all incoming and outgoing camp mail
- Under the direction of the Camp Director implements the communication plan to all camp families
- Participate in and complete all camp evaluations within the time expectations
- Create a warm and welcoming, safe and secure camp atmosphere and environment
- Ensures the health & hygiene of themselves and the cleanliness of the cabins and entire camp
- Serve as a positive role model
- Attend all meetings and trainings prior to and at camp as assigned and leads meetings as assigned
- Maintain the highest quality of courtesy, friendliness and service toward campers, visitors and other staff
- Understand and support Temple Akiba's and Camp Akiba's mission, vision, and values
- Work effectively with all staff members
- Additional responsibilities may be assigned



Skills

- Highly Organized
- Detail oriented, ability to manage multiple tasks and deadlines, able to manage and react to change productively
- Ability to set priorities, work independently, take initiative, and follow through on projects & timelines
- Analyze and resolve problems/situations, demonstrating sound judgement and common sense
- Strong interpersonal, written, and verbal/telephone communication skills
- Knowledge of Jewish history, traditions and culture

Education, Experience and Requirements

- Completed Sexual Harassment Prevention and Mandated Reporter Trainings
- Complete Background Check and Fingerprinting
- CPR/First Aid/AED Certified
- Be present at Camp for its entirety
- Attend all staff meetings and unit meetings as assigned

Supervisory Responsibilities

No supervisory responsibilities required.

Physical Demands

While performing the duties of this job, the Resident Camp Logistics & Communications Coordinator is regularly required to sit, stand, use hands to finger, handle or feel objects or controls, reach with hands and arms, and talk or hear. This person is required to move about the entire camp facilities and grounds, throw, catch, bend, squat, and kick amongst other related movement. It is also necessary to and lift and carry up to 50 lbs.

Work Environment

Resident Camp and responsibilities will occur at an offsite resident camp facility that is not owned or under the control of Temple Akiba. The environment consists of indoor facilities, sleeping cabins, dining hall, outdoor play areas and pools.

Acknowledgement:

I have read and received the Resident Camp Logistics & Communications Coordinator position description. I understand that this description is a summary of responsibilities and is not intended to be an all-inclusive list. My position may include additional responsibilities as required. My signature below indicates receipt of this document and does not alter the at-will employment relationship in any way. If I have any questions about my position description or about my position I may contact my supervisor.

Employee Signature

Date

Employee Name Printed