Campus Recreation

Job Description

Bronco Kidz All Sports Camp Coordinator

Duties and Responsibilities

Planning

∙ Review and approve sport lessons created by each coach prior to the start of camp, seek adjusts each session as needed.
∙ Work in conjunction with the Assistant Director of Recreation on camp registration, medical release forms and all other paperwork.

Staffing

∙ Work with Assistant Director of Recreation on recruiting, hiring, training, scheduling, supervising, and evaluating of camp staff.
∙ Serve as a role model and in a peer supervisory position for Assistant Coordinator and coaches.
∙ Work with coaches in developing appropriate skill progression, drills, and games for all activities selected.
∙ Work with Assistant Director of Recreation on conducting pre-camp staff orientation and weekly staff meetings.
∙ Prepare weekly staff folders including schedules, rosters, activity descriptions, etc.
∙ Work with Assistant Director of Recreation to maintain staff motivation and morale throughout all sessions.

Daily Operations

∙ Provide on-site supervision during all hours of camp, including extended care.
∙ Ensure a safe and fun environment for all campers.
∙ Ensure early drop off and after care for campers is supervised daily.
∙ Oversee camper sign in and sign out.
∙ Gather attendance records and submits daily reports to Camp Director.
∙ Oversee behavior management of campers and maintain behavior records.
∙ Set and oversee camp opening and closing day procedures for campers and staff.
∙ Plan and execute camp special events and activities.
∙ Assist Camp Assistant Coordinator with announcement at camp opening, lunch, and closing.
∙ Distributes weekly extended care rosters and update as needed.
∙ Distributes weekly group rosters to coaches and update as needed.
∙ Handle campers that become ill throughout the day, determine care as needed, make parental phone calls, etc.
∙ Make decisions about weather conditions and limit camp outdoor activities as needed.
∙ Fill in as needed for absent staff.

Other

∙ Ensures compliance by staff and campers for all policies and procedures set forth in the staff manual and emergency procedures manual.
∙ Provide positive public relations with parents and campers.
∙ Answers customer and parent questions via phone, email, or in person.
∙ Assists with inventory oversight.
∙ Respond to emergencies as needed

Required Qualifications

∙ Santa Clara University student (must have been enrolled during spring or summer session)
∙ Previous experience in a camp setting or other successful experience working with children in a group setting.
∙ Genuine interest in school age children and concern for their well-being.
∙ Availability during all hours of camp.
∙ Extensive knowledge of a variety of sports and other recreational activities.
∙ Certification in American Red Cross Child CPR & Standard First Aid.
∙ Complete and pass a background check per University requirement.
∙ Excellent supervisory experience with children and peers.

Preferred Qualifications

∙ Previous supervisory or managerial experience.
∙ Knowledge of sports and activities.
∙ Commitment to providing quality service.
∙ Excellent oral and written communication skills
Employment Dates
Provide on-site supervision during all camp hours listed below:

**Session 1**: June 20-24  
**Session 2**: June 27-July 1  
***NO CAMP July 4-7 (week of Independence Day)***  
**Session 3**: July 11-15  
**Session 4**: July 18-22  
**Session 5**: July 25-29  
**Session 6**: August 8-12  
**Session 7**: August 15-19

Administrative hours may be required outside the times listed above. Additionally, hours will be available for camp preparation during the spring quarter leading up to camp.

Compensation
$13.00 per hour

Application Process
Submit application to the Malley Center. Position is open until filled

For More Information
Email camp@scu.edu or contact Kathryn Hutchings, Assistant Director of Recreation at 408-554-5480.