

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 25 – June 29

***No session week of July 2-6

Session 2: July 9 - July 13

Session 3: July 16 - July 20

***No session week of July 23-27

Session 4: July 30 - August 3

Session 5: August 6 - August 10

Session 6: August 13 - August 17

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

\$10.25 per hour

Application Process

Submit application to the Malley Center, attention to Kathryn Hutchings, Assistant Director of Recreation. Position is open until filled.

For More Information

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