

Camp Coach Job Description

An enthusiastic, attentive camp coach will lead, support, and motivate campers as they enjoy all that camp has to offer. The camp coach will monitor campers and respond to incidents, such as behavioral problems or accidents, log events and maintain records relating to activities, and discuss camper participation and concerns with parents and other camp staff members. You should be positive, proactive, and caring while focusing on giving campers a fun, safe camp experience.

To succeed as a camp coach, you should be upbeat, decisive, and responsible. You should also be organized and possess strong leadership skills. You should strive to be professional, mature and responsible, but also know how to work with young people and ensure a good time.

Camp Coach Job Responsibilities

- Invests in the emotional, social and athletic growth of camp participants
- Plans, leads, and implements camp programs seeking to expose children to a variety of sports, games & activities that appeal to different ages, skill levels and preferences.
- Leads TEAM Commitment 2+ times per week
- Engages in active supervision of campers and ensures their safety, development, growth, skill achievement, and general well-being.
- Instructs, coaches and plays with camp participants on a daily basis
- Maintains schedule of daily events.
- Facilitates and creates gameplan for daily activities working hard to surprise and delight children while they are at camp.
- Organizes and leads various small and large group activities including explaining the rules in a detailed manner.
- Ensures the cleanliness of the facility, including daily removal of all trash, cleaning the lunch tables, counter, benches, floor & cubbies at the end of shift
- Assists in maintaining accurate program records, including incident reports, daily attendance, payment processing and sign in/sign out.
- Supervises lunch, snack time, assist children with microwave, help clean room/tables afterwards.
- Knows and understands all emergency procedures associated with the camp program.
- Records and tracks camper's dietary restrictions/allergies and ensures that the meals/snacks are distributed to them.
- Mediates any campers' disputes.
- Knows, enforces, and follows all safety guidelines associated with the camp program, including up to date First Aid and CPR training.
- Ensures camp equipment is used properly and kept sanitized or replaced as needed.
- During the off-season or slow tracks, your job includes planning for upcoming camp sessions, including designing curricula for camp activities, additional training if needed, assisting with marketing the camp to drive new signups, and general maintenance and upkeep of the facility.

- Seeks ways to improve existing programs, including
 - researching new games/activities and implementing them in the curriculum
 - assisting with marketing efforts - Facebook, IG, X, TikTok
 - assisting with developing and/or attending special events (both in-house and off-site events such as school carnivals, festivals, sporting events, etc.)

Requirements and skills

- Proven experience as Camp Coach or similar role working with children
- Patient and reliable
- Excellent organizational and communication skills
- A love for children
- Energetic, upbeat and engaging personality
- Ability to meet the physical demands of the job (strength and stamina to follow strenuous activities like standing, running, crouching or carrying children)
- First aid- and CPR-certified preferred
- High school diploma
- You may need to pass a drug or background test
- High level of responsibility and accountability.
- Strong organizational, communication, interpersonal, and leadership skills.
- Set a good example in promptness, manners, language, appearance, and health
- Create and maintain group unity by making everyone feel a part of the group

Minimum Expectations

- Arrive on time (10-15 minutes before in order to be on the floor at the start of shift)
- Have a plan - be prepared for the day/week
- Remove all trash and clean the lunch tables, counter, benches, floor & cubbies at the end of shift according to the calendar
- Ensure 2 staff members remain present until the last camper is picked up (may include front desk person)
- Put away equipment and prepare facility for evening activities
- Adhere to dress code - wear Pro 3:5 shirt and name tag
- Self-control regarding cell phone usage - No “browsing” while working. (If you must make a call or respond to a text message, first ensure that there is adequate coverage, then step away briefly to address the situation.)