

**Leadership Program Coordinator**  
**Camp Alleghany, Inc.**  
**Job Description**

The Leadership Program Coordinator is responsible for the following tasks and duties:

**Leadership Programs**

*The overall consistent supervision, evaluation, support, safety and well-being of the following program areas in camp, including but not limited to approval of lesson plans, coordination of out-of-camp trips, maintenance of budget, ordering of supplies, and adherence to all applicable ACA standards:*

- Leadership Programming Areas
  - Start-ups (Start-up Mom)
  - Midways (Midway Mom)
  - Upstarts (Upstart Mom)
  - LITs (Head of LIT)
  - JCs (JC Mom)
- Maintain current job descriptions for all Leadership Program Area leaders
- Maintain and contribute new ideas to all lesson plans for Leadership Program Areas
- Supervise and evaluate the leader/ “Mom” for each group
- Staff Training and Counselor Inservices

**Staffing and Hiring Logistics**

- Full understanding of staff module in CampMinder
  - Directors will provide initial training
  - Use customer support, training videos and articles in CampMinder as needed
- Assist Directors in reviewing counselor application questions at the end of the summer, make any changes in CampMinder for the next summer, and have application ready by September 1
- Work with directors to implement a signing bonus incentive for counselors
- Thoughtfully prepare/revise interview questions
- Draw upon resources such as ACA conferences, articles, etc. to plan interview questions
- In the month of May, work with Program Director to ensure all paperwork (minus medical form signed by doctor) is turned in within two weeks
  - Use forms module in CampMinder
- Keep track of who signed the end-of-summer letter of intent
  - Help choose the gift, prepare the order in the spring to have it ready for Staff Training

**Staff Training**

- Draw upon resources such as ACA conferences, webinars, Go Camp Pro subscription, Camp Code podcast, Camping Magazine, etc.
- Assist in choosing theme to implement for the summer
- Assist Program Director and Director in planning the Staff Training schedule
- Include ample time for bonding/getting to know you activities, as well as sessions on:
  - Theme
  - Communicating with campers
  - Behavior management
  - Initiative/assertiveness in doing your job
  - Q&A
  - Camp basics (nuts and bolts)
  - Customer service
  - Orientation for those who have never been to Alleghany
  - Traditions/songs/'Ghany culture
  - Paperwork
  - And more
- Assist in assigning the counselor buddies
- Assist in tenting the staff together by buddies
- Carry out the theme throughout the entire staff training time frame, as well as the entire summer
- Plan weekly inservices with the Program Director and Director

- May: assist in managing the counselor Facebook group and posting weekly posts that encourage thoughtful discussion among the staff
  - Or decide an alternative group communication platform if Facebook is not effective
  - Decide with Program Director and Director whether or not to implement a pre-staff training program such as Expert Online Training (depending on cost/budget)
- Assist Program Director and Director in revising Counselor Handbook each year, and updating the binders before distributing them to the staff

### **Supervision of Counselors**

- Directly supervise the Leadership Program heads: Start-up Mom, Midway Mom, Upstart Mom, LIT Head(s), JC Mom
  - Weekly meetings and feedback - verbal and written
  - Consistent support for these areas throughout the summer
  - Review curriculum, lesson plans, leadership opportunities
  - Brainstorm / develop new ideas for each area
- Assist in supervision of and evaluation of rest of counseling staff as well
- Review current evaluation system, assist in modifying it when necessary
- Assist Program Director and Director in implementing the mid-summer and end-of-summer counselor evaluations
- Ensure the Head of LIT completes the evaluations of the LITs
  - Collect and file the evaluations
- Ensure JC Mom completes evaluations of the JCs
  - Collect and file the evaluations

### **ACA Standards**

- Full implementation of all standards in the *Program Design and Activities* category
- General comprehension of other related categories, including (but not limited to) Transportation, Human Resources, etc.

### **Communication**

- Prior to camp beginning, communicate with Leadership Program heads (once hired) to begin planning activities, calendars, etc.
- Communicate with parents/guardians during the summer, as needed (e.g. facilitate sending out emails to LIT parents with updates)

### **Leadership Program Planning**

- Maintain binders of organized/categorized lesson plans and activities for all leadership program areas
- Add to the binders as new ideas and plans are acquired; ensure binders are up to date with current best practices
- Plan for needed supplies, order supplies within budget, supply Office Manager with any purchase order and receipt copies in a timely manner
- Work closely with Operations Manager and Program Director on upkeep/maintenance of leadership program areas and equipment
- Grow and develop leadership program areas as needed/desired with organized, structured plans
- Once all are hired, send Leadership Program Heads/Moms (via email or snail mail) previous years' reports, tentative staff lists (if applicable), and communicate about implementing any new ideas for the summer
- Work with Program Director, Operations Manager, as well as Leadership Program Heads to place orders in a timely manner so that all materials are ready prior to Staff Training
- Ensure lesson plans are created, turned in, approved, and followed
- Observe leadership program areas daily, provide support and feedback
- Coordinate delivery of supplies to leadership program areas. Re-supply as needed.
- Step in to fill any leadership program roles as needed in case of emergency (when other counseling staff is also not available)
- Have a strong understanding of the ACA standards categories *Program Design and Activities*, ensure the programs are meeting the ACA standards appropriately

### **Additional Summer Responsibilities**

- Oversee/supervise counselor photographers

- Supervise Camper Council
- Coordinate buddy group meetings throughout the summer
- Assist with plans to boost counselor morale throughout the summer
- Attend weekly TLC Meetings
- Observe parent communication with Director

### **Out of Camp Trips**

- Ensure Transportation Policies/Procedures are followed
- Coordinate chaperone groups
- Drive groups of campers when necessary
- Trips include:
  - All LIT trips
  - Upstarts to the Play
  - 15s Day Off
  - Catholic Church
  - Any new trips implemented under Leadership Programming areas

### **Family Camp**

- Assist with general supervision and overseeing of the Term Counselors who work Family Camp (approximately 10-15)
- Assist Program Director and Head of Family Camp in planning schedule for Term Counselors who work Family Camp
- Attend daily morning meetings with Director, Program Director, Head of Family Camp, and Facilities Manager

### **Off Season**

- Review end-of-summer evaluations from campers, parents, and staff to help plan for the next summer (things to keep, get rid of, or modify)
  - Use these to help prepare for the next season
- Assist in reviewing and filing all counselor evaluations, to be used for future hiring or references for other jobs
- Attend camp functions as available (recruiting, special events, etc).
- Professional Development
  - Maintain an active American Camp Association membership, paid for by Camp Alleghany
  - Attend local and national American Camp Association conferences, events, and trainings as planned by the Administrative Team (varies year to year)
  - Keep up to date on ACA news and best practices
- Be a general support for the Administrative Team and the Camp Alleghany general community
- Any other relevant duties and tasks, not otherwise listed, as they arise

### **Time Off**

- Time off / away from camp during the summer is as needed and as approved by the Director
- Off-season time off (pre-/post camp summer season) is as follows:
  - Time off in the amount of 3 days or fewer is not regulated
  - Long vacations (more than 3 days) are not permissible so close to the summer season
  - Should you be away for more than 72 hours at any time of the year, we request that you put an away message up on your email and simply notify Director ahead of time
  - Overall as long as deadlines are being met, time off will generally be approved

### **Misc.**

- Arrive at camp on designated arrival date set forth by Director, and stay at camp until at least 2 days after Family Camp ends
- Maintain visible presence with staff and campers throughout the camp day
- Maintain a clean and appropriate online presence, on social media and elsewhere
- Act as a liaison between the administration and the staff, and vice versa, including as a staff advocate
- Perform any office/administrative tasks related to programming as needed
- Respond to relevant parent communications in coordination with the Directors

- Adhere to Camp Alleghany's policies and procedures
- Contribute to the Camp Alleghany blog
- Any other duties or tasks, not otherwise listed, as assigned or as they arise