



Summer Camp Team Lead

Job Description

Under the supervision of the Summer Camp Manager, the Team Lead will assist in the overall administration of the Summer Camp Program. The major responsibilities of this position include the following but are not limited to:

Responsibilities

- Personnel orientation, evaluation, scheduling and management
- Maintain accurate program records and logs
- Continual evaluation of programs and resources
- Ensure the security and safety of camp grounds, facilities, and program equipment associated with the Summer Camp Program
- Create and coordinate daily and weekly program schedules
- Coordinate with other departments in program planning
- Develop and coordinate camp activities, programs and events
- Disseminate all pertinent information to camp employees
- Ongoing communication with the Summer Camp Manager for policy and standards direction, departmental development and relevant business
- Inventory and recommend equipment acquisitions as needed
- Provide positive public relations on behalf of Pathfinder Ranch and serve as the liaison between the Ranch and client groups
- Communicate and coordinate with Camper parents/guardians
- Comply with Health and Fire Department regulations, organizational policies and accreditation standards
- Serve “on call” at least 2 nights a week
- Other duties as assigned

Job Requirements

- Sincere interest and ability to work with children in the outdoors.
- Exhibit the ability to work well within the Pathfinder Ranch organization and with other employees
- Must be self-motivated and complete tasks in a timely and accurate manner
- Previous work experience within a residential camp, outdoor education program or similar setting
- Must be proficient with computers and the use of Microsoft Office software
- Able to communicate effectively (both verbally and in writing)
- Able to effectively supervise staff
- Must have a valid driver’s license and be able to operate a motor vehicle
- Must reside on camp property and be on call during program sessions
- Hold and maintain the following certifications issued by a nationally recognized provider: Adult & Child CPR, First Aid, and AED; Preferred additional certification: Small Craft Safety Instructor; Lifeguard.
- 21 years of age or older

Physical Requirements

- Must be able to lift and carry 30 lbs.
- Ability to work a varied shift schedule in excess of 10 hours per day
- Ability to walk several miles per day on steep and uneven terrain in a variety of weather conditions