



Job Title: Summer Camp Program Coordinator

Compensation: \$705-\$750 weekly

- 40-45 hours per week, Sunday-Thursday or Monday-Friday
- Full room and board provided (housing, food, internet, utilities, laundry for the entire duration of the season)
- Full accommodations for dietary restrictions or preferences

We are hiring a Program Coordinator for a 3 month contract (Mid June to Mid August). At Camp Tamarack we host outdoor school, summer camp, and classroom programs, providing youth of all ages with hands-on opportunities that promote personal growth and a better understanding of the environment and world that surrounds them. We are accepting applications until the position is filled. Send your cover letter and resume to Sami@camptamarack.com.

We are looking for staff who thrive in a fast-paced, collaborative work environment to support our mission of youth development through mentored outdoor experiences.

Camp Tamarack is an equal opportunity employer. We welcome your unique contributions to our program, including your culture, ethnicity, race, gender identity and expression, nation of origin, age, languages, veteran status, religion, ability, sexual orientation, and beliefs. We value diversity and are committed to creating an equitable and inclusive environment for all students, volunteers, and employees. Our commitments include:

- Normalizing pronoun use during meetings and programs
- Providing justice, equity, diversity, and inclusion training to all staff
- Incorporating land acknowledgments in programs
- Using trauma-informed, culturally responsive student support strategies
- Providing accommodations for students to participate in our programs and for staff to lead programs

2025 Summer Season Dates:

- Lifeguard training: Dates Pending. We pay for you to get this certification!
- Staff training: June 15th-June 20th
- Programming: June 22nd-August 20th

Position Summary:

The Program Coordinator (PC) at Camp Tamarack plays a key role in ensuring the smooth operation of day-to-day programming and the effective management of Instructors, counselors, and campers. The PC works closely with the Camp Director, Site Supervisor, other Program Coordinators (3 total), Kitchen Team, Facilities Team, Medical Director, Instructors, and Counselors to deliver inclusive, engaging, and sustainable programming. This role requires strong leadership, organizational skills, and a commitment to creating a supportive and enjoyable environment for both staff and campers.

Key Responsibilities:

1. **Collaborative Teamwork:**
 - Work alongside the Camp Director, Site Supervisor, and fellow PCs to ensure day-to-day programming is executed effectively and inclusively.
 - Support staff with operational tasks such as timeliness, walkie-talkie use, and daily routines.
2. **Staff Training and Mentorship:**
 - Support the camp director, site supervisor, and fellow PCs in delivering staff training throughout the season.
 - Mentor instructors to provide high quality lessons and activities.
3. **Evening Program Coordination:**
 - Plan, prep, and lead one evening program per week.
 - Be on call the night you lead programming to provide support as needed.
4. **Other Tasks:**
 - Maintain the camp shop through staffing, and inventorying supplies.
 - Facilitate camper homesickness calls home and coordinate any action plans.
 - Manage all staffing and program logistics of camper check-out on Fridays.

Required Skills:

1. **High School Degree**
2. **Strong Organizational Skills:** Ability to manage multiple tasks and schedules simultaneously, ensuring all camp programming runs smoothly.
3. **Lifeguarding and Waterfront Supervision:** Ability to pass lifeguard training (provided) and maintain supervision of all waterfront activities.
4. **Transportation:** Ability to drive a 15-passenger van (training provided), transporting campers and staff as needed.
5. **Leadership and Team Collaboration:** Demonstrated ability to lead staff and work effectively with a diverse team. Ability to provide clear instructions, support staff, and handle challenges as they arise.
6. **Communication Skills:** Strong verbal and written communication skills, with the ability to give clear directions and provide constructive feedback.
7. **Problem-Solving:** Ability to think on your feet and solve problems quickly, especially when dealing with camper needs or staff issues.
8. **Program Planning and Facilitation:** Experience in planning, preparing, and leading group activities, especially in an outdoor or camp environment.
9. **Risk Management:** Experience in handling emergencies or challenging situations in a calm and effective manner.
10. **Teamwork and Adaptability:** Willingness to collaborate with a diverse team and adapt to changing tasks, schedules, and group dynamics.
11. **Problem-Solving and Conflict Resolution:** Ability to manage and resolve conflicts effectively, whether between campers, between staff members, or in activity settings.
12. **Commitment to Inclusion:** Strong commitment to creating an inclusive, welcoming environment for all campers and staff, ensuring that each individual feels valued, respected, and supported regardless of background, identity, or ability.
13. **Growth Mindset:** Demonstrates a growth mindset by embracing challenges, learning from feedback, and encouraging campers and staff to do the same. Ability to view mistakes as opportunities for learning and personal growth.

Preferred Skills:

1. **College degree in a related field:** Outdoor Education, Environmental Science, Education, Biology
2. **Certifications in Outdoor Education:** Any relevant certifications in outdoor education, environmental science, or outdoor leadership (Project Learning Tree, BEETLES, Master Naturalist, Interpretation, Challenge Course, Project Adventure, etc.)
3. **Camp Leadership Experience:** Previous experience in a camp leadership role, such as a counselor or coordinator, is highly preferred.
4. **Spanish Language Skills:** Proficiency in Spanish is a plus, enabling better communication with Spanish-speaking campers and staff.
5. **Creative Program Design:** Ability to design unique and engaging activities, games, and evening programs that enhance the overall camp experience.
6. **First Aid and Emergency Response:** Wilderness First Aid or First Responder, CPR, Lifeguard.

Note to potential applicants: Research shows that BIPOC folx, trans and non-binary folx, and women are less likely to apply for jobs unless they believe that they meet every qualification listed in a job description. Your skills, experience, and education can come from personal interests, self-directed learning, community roles, and life experiences. We strongly encourage you to apply if you are interested in the position, even if you do not believe that you meet all of the qualifications.

How We Make This Position Sustainable:

- **FULL Room and Board:** There is no cost to staff for housing, meals (when programming is running), internet, utilities, and laundry seven days a week for your entire season of employment!
- **40-45 hour Work-Week:** Compared to other overnight camps, where you work from the time you wake up until the time you go to bed all week, at Camp Tamarack staff have a 5-day work week with shift schedules and only work 1-2 evenings per week.
- **Paid "Sick or Sad" leave and Time Off:** Whether you get sick or just need a mental health day, we offer 1 full day of Sick or Sad paid leave and 1 full day of Paid Time Off for our summer employees.

Living and Working Conditions:

- Employment is temporary and subject to the camper participation schedule. This position works in an overnight camp setting.
- If staff choose to live on-site, they live in shared staff quarters.
- Housing is provided for the entire employment season - you don't have to move out on the weekends - your space is your space for the whole season. Housing is shared with other employees in assigned cabins or bunk rooms.
- Room and board provided - there is no cost to staff for housing, meals (when programming is running), internet, utilities, and laundry seven days a week for your entire season of employment!

Shift Type: Weekly salary, paid monthly

What do our programs look like? Find us on TikTok and Instagram at @camp_tamarack