



Twin Pines Camp, Conference, and Retreat Center

3000 Twin Pine Road, Stroudsburg, PA 18360

Phone: 570-629-2411 ~ Fax: 570-620-0664

JOB DESCRIPTION FOR THE SUMMER CAMP PROGRAM COORDINATOR

JOB TITLE AND PURPOSE

The title of this position will be **SUMMER CAMP PROGRAM COORDINATOR**; the broad purposes of the position shall include the responsibility for assisting the Program Director and the Associate Program Director in preparing and presenting a week of programming for the Twin Pines Summer Program.

JOB QUALIFICATIONS

This person shall be at least twenty-one (21) years of age and show signs of leadership and maturity that warrant him/her being entrusted with the lives of campers.

JOB RESPONSIBILITIES

1. This person shall assume responsibility for assisting in the planning of an entire program from check-in through check-out.
2. This person shall assist the Program Director and his/her Associate in carrying out the program that has been planned utilizing the summer staff wherever possible.
3. This person shall serve as the liaison between the program staff and the summer staff to see that all preparations are made for each day's program activities.

JOB ACCOUNTABILITY

The person hired in the position of **SUMMER CAMP PROGRAM COORDINATOR** is directly amenable to the Executive Director and to the Program Director.

JOB CLASSIFICATION OSHA COMPLIANCE

This position, **SUMMER CAMP PROGRAM COORDINATOR**, has been classified as a CATEGORY II exposure since this position is not responsible for providing any first-aid assistance and has only collateral possibility for exposure.

SIGNED: _____ DATE: _____

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Camp Program _____ Dates _____