

SUMMER DAY CAMP AT CHRIST CHURCH
POSITION: PROGRAM COORDINATOR

The Summer Camp at Christ Episcopal Church in Poughkeepsie is accepting applications for a Program Director at its summer day camp that serves Poughkeepsie children aged 5–10.

The camp is a nonsectarian and inclusive 6-week day camp located on the wooded campus of Christ Episcopal Church. Camp runs Monday through Friday, July 7 through August 15, from 9 a.m. to 4:00 p.m. with a before and after camp care program for a small group of children until 5:30 p.m. There will be one staff meeting no later than 5:30 p.m. each week. The Program Director is expected to arrive at camp by 8:00 a.m. and stay as needed to close camp for the day. Participating in a compensated week of staff orientation from June 30 through July 3, and a clean up day on Saturday, August 16. (all staff is required for clean -up day).

***The Program Coordinator will be expected to spend the equivalent of one week in the months of April, May and June to finalize camp planning with the Camp Director.*

The Program Coordinator will work with the Camp Director, Staff and the Summer Camp Committee to achieve the camp goals:

- *To create a camp experience that is culturally and socially enriching and promotes a sense of caring for self, family and the larger community.*
- *To support camp staff in teaching children the social skills needed to care for self, family, and the larger community.*
- *To promote camp spirit and group identity for children and staff.*
- *To maintain a healthy and safe setting in which the children enjoy themselves while developing as confident, creative and active learners. This includes planning, implementing, enforcing and participating in COVID 19 Sanitation protocols if needed.*
- *To promote a climate of teamwork among staff for the good of the camp and its campers*

More specifically, the Program Coordinator will:

- *Be an active leader and presence in the daily life of the camp.*
- *Coordinate the schedules of 3 small groups of 12 - 15 children and help maintain a healthy, balanced and age-appropriate schedule of activities for the camp.*
- *Supervise program development and oversee the execution of the camp program.*
- *Serve as resource person to the staff as they maintain a program of outdoor activities, visual arts, music, drama, environmental studies, nature crafts, athletics. reading and writing.*
- *Lead small groups and model recreational leadership skills for staff.*
- *Maintain a safe and sanitized environment for campers and staff at all times. The camp uses principles of the Responsive Classroom method for teaching social and behavioral skills.*
- *Work with the Camp Director to plan and carry out all-camp activities.*

- *Maintain records of program information and camp activities.
- *Assist the Camp Director in the overall organization of the camp.
- *Work with the Camp Director to plan and carry out Staff Orientation Week.

Requirements for the position of Program Coordinator include:

- *Minimum college: Bachelor's Degree.
- *Experience teaching elementary-age children in a classroom, camp or other recreational setting.
- *Prior leadership experience organizing for large and small groups of children.
- *Good health, energy and stamina.
- *Hold, or be willing to gain Red Cross certifications in CPR Pro and Responding to Emergencies (RTE) provided during orientation week.
- *Demonstrated strong organizational and leadership skills.
- *Over 21 years of age.
- *Able to use MS Word and Excel and the internet for gaining, sharing and storing information.
- *Complete safe church training online with *SafeguardingOnline*

Salary is \$6,000. An application is available at the Christ Church website - www.christchurchpok.org. Applications must include a resume with the names and complete phone contact information for three references (including a teacher, advisor and a former employer or supervisor) by March 1, 2025

For more information contact : campatchristchurch@gmail.com or call 845-452-8220

Christ Church does not discriminate in its employment regarding race, color, religion, sexual orientation, gender identity or national origin.