

WESLEYAN

SCHOOL

Summer Camp Coordinator

The summer camp coordinator is a temporary position from June 1 – July 17, 2026, weekdays only, with availability to attend planning meetings scheduled in the spring. There is a summer hiatus June 27-July 5. Hours are approximately 7:30 a.m. – 5 p.m. each day during camp sessions. Occasional shifts run later than 5 p.m. This position reports to and works in conjunction with the director of auxiliary programs and outreach.

Responsibilities:

- Availability to attend planning meetings primarily in April and May, with ongoing availability throughout the school year.
- Oversee the tactical aspects of camp: implementation and physical supervision of camp activities.
- Be physically present on campus during camp hours to supervise staff and ensure the safety and well-being of all campers.
- Manage daily camp operations, including:
 - Responding to parent phone calls.
 - Addressing staff and camper issues.
 - Handling logistical challenges.
 - Maintaining vendor relationships.
 - Track and record staff hours accurately.
 - Manage materials and supplies, including camp shirts, lunches, and vendor coordination.

Qualifications:

- Strong grounding in the Christian faith and commitment to the mission of the school.
- Experience working with children in grades K-8.
- Caring, sensitive heart for children.
- Must have reliable access to email and phone outside of work hours for timely communication.
- Able and willing to learn school software and other necessary technology programs associated with the position.
- Strong verbal and written communication skills.
- Ability to work collaboratively, delegate tasks effectively, and demonstrate diplomacy with camp staff, facilities, and parents.
- Willingness to work flexible hours as needed to ensure successful camp operations.

- Must be able to lift 50 pounds and be comfortable walking significant portions of the 80-acre campus as needed.

The job duties and responsibilities outlined are not exhaustive and may be subject to change.