**How to Apply**
Complete employment application at [https://prettylakecamp.campbrainstaff.com](https://prettylakecamp.campbrainstaff.com) or contact Jamie at jamie@prettylakecamp.org to receive application. Deadline May 31, 2020.

**Job Title**
Sports Coordinator

**Responsible To**
Camp Director, Program Director

**Summary**
The Sports Coordinator organizes and implements a safe, comprehensive and fun sports and field games program geared to the interests and abilities of campers.

**Required Qualifications**
1. 18 years of age or older.
2. Ability to live on-site.
3. Sufficient visual, auditory, communicative, and cognitive abilities to lead and communicate with groups involved in sports and field games.
4. Knowledge and experience with various sports and field games.

**Preferred Qualifications**
1. Experience in working with children.
2. Leadership experience.
3. Two years of college education or experience in the field of camping.
4. CPR, AED and First Aid certification.
5. Lifeguard certification.
6. Valid Driver’s License.

**Essential Functions**
1. Supervise, lead, and communicate with groups participating in the sports area.
2. Respond to environmental and other hazards related to the sports area.
3. Receive and follow general instructions; plan, lead, and participate in meaningful sports activities, assist the camp with meeting camper goals and objectives to ensure a positive camping experience for each camper.
4. Observe camper behavior, assess its appropriateness and enforce necessary safety regulations. Use effective discipline techniques, behavior management plans and strategies for working with children.
5. Stand for extended periods of time when required.
6. Represent Pretty Lake Camp professionally at all times.
7. Ability to self-regulate own behavior while living and working in a communal setting, this includes but is not limited to:
   - Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.
   - Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids
Specific Responsibilities

1. The Sports Coordinator must:
   - Develop sports activities that are appropriate for the intended audience, utilizing overall camp goals and communication with counselors regarding their campers.
   - Schedule groups for program activities.
   - Lead sports activities during activity periods and lead other activities as assigned by the administrative staff.
   - Maintain sports field and equipment in excellent working condition and submit supply and maintenance requests to the administrative staff.
   - Ensure the safety of the sports area, following all established procedures and watching what levels of competition are appropriate.
   - Prepare and present awards to campers who have earned STEM awards.
   - With the support of the administrative staff conduct a sports orientation during staff training.
2. Attend and contribute to all staff meetings.
3. Submit a weekly feedback form.
4. Greet parents, guardians and campers on arrival and departure day, while performing arrival/departure duties as assigned.
5. Work with assigned cabin when available, assisting with camper supervision and program activities.
6. Live with a group of 15 to 18 campers and staff. This requires the Sports Coordinator to be a positive role model for the campers and other staff members.
7. Assume responsibility for each camper’s safety and health, assuring them a pleasant camp experience. Help each camper grow and adjust to other campers and to camp life.
8. Know when to ask for assistance and support fellow staff.
9. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
10. Assist with all camp activities, working closely with the program staff.
11. Serve as a lifeguard and/or an aquatic observer as assigned by the administrative staff.
12. Lead and prepare specialized activities with other staff.
13. Act as a substitute for other staff during the time of an absence as assigned.
14. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
15. Assist with camp clean up after each group departs.
16. Other duties as assigned.

Revised 10/19