**Camp Coordinator Job Description**

3-year term

Appointed by the Executive Director

Honorarium: $500

**Camp Coordinator Position:**

Oversee curriculum cycle for review

· Work with directors on any updates on benchmarks

· Set up times for staffs to meet and discuss techniques on units

· Oversee curriculum review at each level on a three-year rotation basis

· Work with Web Coordinator to update benchmarks online

Organize the details for staffing of sites

· Update applications and post on the website by January 15 (with Web Coordinator)

· Have directors email applications to previous staff and potential staff that have been identified the previous summer (by January 20)

· Run staffing meeting equitably for all directors (in conjunction with the March PASC Ex Bd. Mtg)

· Set deadlines with directors for notification of selected staff

· Send out letters of rejection for applicants not accepted by April 6

· Finalize staffing needs by May 1 (if possible)

· Check with directors as numbers of delegates are determined, so staff is balanced. Workshop Coordinator should ok all final staff numbers at each site.

· Deal with all staff vacancies between May 1 and the start of each workshop

Oversee site selection/needs

· Make sure all contracts are signed by directors by January of the next year

· Keep a copy of contract from each site on file

· Communicate insurance needs and leadership camp sites and days to insurance company by April 1.

· Send any insurance information to sites

Oversee staff development sessions

· Allow for sharing of ideas among directors

· Plan staff collaboration sessions with leadership camp directors by curriculum area or leadership camp level (Blue, Advanced Blue, Gold, Advanced Gold)

Conduct meetings with PASC Leadership Camp Committee at each Executive Board meeting

· Prepare an agenda

· Share agenda with directors at least two weeks prior to the meetings so that some items can be addressed prior to arrival.

· Evaluate procedures and discuss any changes needed for next year

Work with the PASC Registrar

· Make sure all clearances are in, and send letters to directors first and then to staff member. All must be in by the beginning of the leadership camp sessions.

· Maintain a file of all clearances and notify veteran staff members when present clearances are expiring so that they may be renewed in a timely basis.

· Review introductory letters to delegates before they are sent out by PASC Registrar

Visit as many sites and observe programs and staff

Conduct an annual review of the Staff Handbook and recommend changes

 to Summer Leadership Camp Committee in January.

Evaluate workshops by site, and by level with Summer Leadership Camp

 Directors

Set the process and execute it for the selection of new Summer Leadership

 Camp Directors or Assistant Summer Leadership Camp Directors.

Recommend dates and sites for leadership camps by the August Executive Board

 meeting if available.

· Post dates online by September 1 (with Web Coordinator)

Recommend fee for leadership camps in coordination with Treasurer

Dale Hawley Awards

· Gather names and info on nominees from each workshop site

· Notify advisor of the students in writing (confidentially) among with expectations for the state conference presentation

· Notify the state conference host about registration from Hawley Award schools

· Plan for presentation at the state conference (certificates)

Linda Greb Award

· Oversee selection by the leadership camp directors at the August meeting

· Order pin for presentation at the state conference

· Get $500 check for the winner from the Treasurer

· Plan for the presentation for the state conference

Work with the camp director of the recipient to develop scripted for present to be made by the previous year’s recipient. Provide script to the previous recipient prior to the time of presentation.

Staff Longevity Awards

· Maintain an ongoing log of years of service by camp staff with the help of the PASC Registrar

· Order 5-year award pens as needed (maintain supply)

· Coordination with site camp directors selection of personalized 10-year award (campus shirt, sweatshirt or alternative gift of similar value)

· Order 15-year award blankets (maintain supply)

· Order 20-year award (engraved clock or alternative)

· Coordinate plans with site camp director for 25-year award dinner

· Coordinate recognition of 30-35-40+ years of service with PASC Ex Director and camp site director or assistant director

Conduct meetings with all directors at each Executive Board meeting

· Prepare an agenda

· Share leadership camp director meeting agenda with directors at least two weeks prior to the meetings so that some items can be addressed prior to arrival.

· Set guidelines on spending (staff meals etc.)

· Evaluate procedures and discuss any changes needed for next year

Define role with the Activities Advisors’ Seminar or other advisor leadership development programs.

Work with Four Diamonds and their relationship at the camps.

Report to the Executive Director and work with the Summer Leadership Camp

 Committee

Any additional expectations or responsibilities

Recommend this position as an appointed position of a current or previous Camp Director with a three-year term and an honorarium of $500.

Revised in August 2018