

# **DAY CAMP PROGRAM COORDINATOR – Keystone Location**

## **KEYSTONE SCIENCE SCHOOL**

### **Summer 2008**

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#### **POSITION:**

KSS Day Camp Program Coordinator for Keystone Science School's Day Camp – Keystone Location

#### **STARTING AND ENDING DATES:**

June 8<sup>th</sup> through August 10<sup>th</sup>, 2008 (end dates subject to change)

#### **DESCRIPTION OF DUTIES:**

The Day Camp Program Coordinator will work directly with the Summer Camps Director and the Assistant Summer Camps Director in two main facets: coordinate and implement the successful operation of the Keystone Day Camp Program and act as a member of the Summer Support Team. Support Team Members will assist in some operations of other summer programs.

Overall duties will include but are not limited to:

- Active participation in staff training (June 8<sup>th</sup> through June 22<sup>nd</sup> 2008)
- Lead or facilitate parts of staff training that directly relate to the Day Camp Program
- Assist acting Day Camp counselors throughout 6 weeklong Day Camp sessions (June 23<sup>rd</sup> through August 1<sup>st</sup>, 2008) in planning, preparation and implementation of the science, adventure, and fun activities that surround each of the 6 session's different themes. For more info go to [http://www.keystone.org/kss/discovery\\_daycamp.html](http://www.keystone.org/kss/discovery_daycamp.html)
- Act as support to all summer staff
- Plan and/or participate in Day Camp and occasionally Discovery Camp (resident camp) activities.
- Assist in camper and staff supervision.
- Act as a role model at all times for both staff and campers.
- Handle camper disciplinary problems when needed.
- Train and prepare the 1 alternating male counselor and 1 alternating female counselor before they work their scheduled Day Camp session.
- Prepare and fine tune Day Camp Schedules
- Prepare and implement a "family night" every Thursday of each of the 6 Day Camp sessions
- Act as a direct contact for all Day Camp parents
- Plan and implement "Day Camp Overnights" during their scheduled sessions
- Plan and implement the "Adventure Days" which normally fall on Wednesdays of every Day Camp session
- Photograph and upload all Day Camp pictures daily
- Teach and facilitate a group of high school students attending The Keystone Center Youth Policy Summit. For more info go to [http://www.keystone.org/kss/youth\\_policysummit07.html](http://www.keystone.org/kss/youth_policysummit07.html)
- Assist in mid and end of summer evaluations of summer staff that act as Day Camp counselors
- Work up to 2 evenings starting at 6pm until 10pm for either Discovery Camp (resident camp) or StarQuest (community astronomy program)
- Other duties as assigned

#### **WORK ENVIRONMENT:**

The daily and weekly workload is consistent with a traditional summer camp workload. The Day Camp Coordinator should be able to hike long distances in high altitude (9,000 to 14,000 feet) at a pace that will not slow that of the campers. The weather here during the summer season is interesting. Due to Colorado's beautiful,

yet irregular weather, staff will experience freezing temperatures in the morning and dry heat waves that top out in the 90-degree range during the afternoon. We also have frequent afternoon downpours.

**QUALIFICATIONS:**

A commitment to working with children is a must! Applicants must have a bachelor's degree or be working toward a degree in general education, environmental/outdoor education or recreation, science education, parks and recreation management, or related fields in ecology or the natural/life sciences. Previous work with children in an outdoor setting is preferred. A good driving record and current certification in Wilderness First Aid and CPR is required (WFR preferred but not required) prior to the starting date.

**SALARY:**

- \$275 per week in addition to meals and lodging
- \$300 per week if living off-site (off-site location must be within Summit County or a surrounding county)

**CLOSING DATE:**

April 31, 2008

**APPLICATION PROCEDURES:** Please send either through normal post or electronically

- Cover letter
- Completed KSS application  
[http://www.keystone.org/general\\_section/documents/KSS%20Application%2008\\_09.pdf](http://www.keystone.org/general_section/documents/KSS%20Application%2008_09.pdf)
- Current resume

Keystone Science School Summer Employment  
c/o Joel Egbert, Director of Summer Camps & Outreach Programming  
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