

**GLEN ROCK COMMUNITY SCHOOL  
JOB DESCRIPTION**

**TITLE:     ROCK ADVENTURE/ROCK JUNIOR CAMP PROGRAM COORDINATOR**

**GENERAL DESCRIPTION:**

Camp Program Coordinator for the six week summer day camp. The Camp Program Coordinator is responsible for the safety and well-being of the assigned group of campers, serves as the group leader to campers, and high school camp counselors. The Camp Program Coordinator will supervise the high school staff members and campers at all times, oversee routine tasks related to the group, and plan and implement coordinator activities.

**WORK YEAR:**

The Camp Program Coordinator's work year is six weeks which is generally from July 1 through August 15 which is subject to change on an annual basis.

**REPORTS TO:** Director of the Glen Rock Community School

**BASIC DUTIES AND RESPONSIBILITIES:**

- Arrive on time before staff and students arrive and remain on premises until the last student is picked up and signed out of the program.
- Check daily attendance. Maintains daily record keeping for dismissal. Notify the GRCS office if grade and other data is inaccurate due to parent misinformation.
- The child may only be released to the parent or from an email from the parent who is authorized to pick up the child. The child must be signed out everyday - no exceptions.
- Make sure to be on the bus on time to arrive at the pool, field trips, etc. on time.
- Make sure the campers are changed out of their bathing suits into their dry clothes before 4:00 p.m. (dismissal time).
- Must travel with staff and campers to all events, i.e. pool, field trips, etc.
- Know where the children are at all times.
- Plan and coordinate activities suitable for various ages and interests, including but not limited to games, arts and crafts, special events.
- Plan appropriate procedures and timeframe for camper's snack and lunch
- Promote an engaging, positive environment for the students.
- Movie Day: Only "G" rated movies can be shown without permission slips. "PG" movies require permission slips. No other movies are allowed.
- Never leave your group unsupervised.
- Use the "buddy system" to send the children to the bathroom when in the elementary school as long as the counselor or Camp Program Coordinator can see the children. On field trips, send high school camp counselors to escort children to the bathroom. One high school counselor per every 10 children per the state guidelines for camps.

- Either send a high school counselor or you escort the children to the snack bar at the pool. Ratio 1:10.
- Collect weekly waiver forms for each camper for the SuperDome. Campers cannot go to the field trip without a signed waiver form.
- Pick up camp supplies from the GRCS office - i.e. camp t-shirts, pool passes, etc.
- Supports the parents' needs for high quality, reliable camp experiences
- Directly supervises and engages children in daily indoor and outdoor activities
- Provides encouragement for children through direct and active participation with them.
- Supervises high school camp counselors in their interaction with and care of the campers in the program.
- Provides training for high school camp counselors.
- Let the GRCS Director know as far ahead as possible when you need a substitute. If an emergency arises, call the GRCS office. Detailed plans and schedule for the day should be left and must be current.
- Ensure a safe environment for all participants.
- Follow established disciplinary practices and documentation and consult with the GRCS Director as needed.
- Provide first aid as necessary. Report minor cuts/bruises to parents the day of the incident. Complete an accident report for injuries, send the accident report to the GRCS office.
- Staff is not allowed to administer any medications with the exception of those trained to handle inhalers and/or Epi-pens.
- Epi-pens/Auvi-Q must be stored in an unlocked area and are easy to access. Must carry Epi-pens/Auvi-Q with the Camp Program Coordinator when not in the school, i.e. pool, field trips, etc.
- Hand off the Epi-pen/Auvi-Q to the after care lead, if the child is in aftercare.
- If you believe a child has been abused or neglected, you have a legal responsibility to report it. The NJ Department of Children Protection and Permanency (DCPP) is required by law to investigate all reports. The Hotline number is 877-652-2873.
- Notify parents of unacceptable behavior. If behavior shows no improvement, file a Conduct Report. After 3 reports, the GRCS Director will contact the parent.
- Be impartial and fair.
- Treat everyone alike: No favorites.
- Reprimand in private, not in front of the group (NO Shaming).
- Do not threaten a child with anything you cannot or are unwilling to carry out.
- Do not have your staff reprimand the students.
- Treat your staff and campers with respect.
- Develop and maintain good relationships with parents.
- Ensure ongoing communication with the GRCS Director.
- Utilize district email as the primary means of communicating with GRCS personnel.
- Send a weekly day camp newsletter out to camper's parents with a copy to the GRCS Director. Before the newsletter is sent, you must get final approval of the newsletter from the GRCS Director.

- Maintain CPR and Epi-pen certification.
- Attend and participate in staff meetings and training as requested.
- Follow all safety and emergency procedures as established by the school district and community school, and is capable of the efficient and swift evacuation of the site if necessary.
- Other duties as assigned by the Director of the Glen Rock Community School.

Approved: April 24, 2023