



OPERATIONS COORDINATOR

This position is a 13 week contract and reports directly to the Camp Director

Contract Dates

June 1st – August 28th, 2020 (13 weeks) full time

Hours

In June, hours will be an average of 7.5 hours a day with a 30 min unpaid lunch break. In July and August, the day will be an average of 7.5 hours with a 30 min unpaid lunch break from either 7:30 – 3:30 or 10:00 – 6:00 depending on the shift scheduled. These shifts will be split with the Seasonal Office Manager.

The Role

- You must understand, agree, comply with and promote the mission statement of Willowgrove and the guiding principles of Willowgrove Day Camp
- Assist the Seasonal Office Manager with office tasks such as answering the phones, assisting parents that come in to the office, and taking field trip payments
- Sort campers into the appropriate groups considering their group requests and age
- Work with the Inclusion Coordinator and Division Coordinators to schedule staff into groups for each week
- Schedule before care, after care, and field trip host staff for each week
- Assist with hosting field trips where needed
- Ensure that all printing is done for the following week
- Assist with lunch coverage
- Send out the Friday email to all staff
- Ensure all staff have submitted the necessary paperwork prior to starting
- Work with the Office Manager to schedule the field trips for the following week
- Send out daily emails to parents to remind them about events the next day
- Reach out to all new families to answer any questions they have about camp
- Send out and manage weekly surveys to parents
- Other duties assigned by the Camp Director