



JOB DESCRIPTION: **Operations Coordinator**
REVISION DATE: **June 2023**
REPORTS TO: **Camp Director**

POSITION SUMMARY:

This is a year-round position with 20-25 hours per week for Camp Turner. This position is to support the Camp Director and operations of camp in dealing with aspects of staff support, customer service, group hosting, summer camp, recruiting, retention, administration, marketing, food service, facility management, and housekeeping for all camp constituents, stakeholders, and customers.

All staff are expected to understand and implement the mission, vision, values, and goals of Camp Turner (CT) and OLV Charities (OLVC) while employed. This position involves creating a safe, inclusive, and nurturing environment in a camp setting where everyone learns, grows, and develops through outdoor pursuits while honoring God through Father Baker's Legacy.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Lead by example acting as a positive role model of the OLVC values of Respect, Trust, Integrity, Passion, Teamwork, and Accountability and Camp Turner's of Hospitality, Stewardship, Social Justice, Personal Growth, and Recreation.
2. Proper execution, reporting and communication of CT and OLVC emergency procedures, incident and accident reporting, and safety guidelines.
3. Ability to adequately discharge their assigned duties according to policies, procedures, standards, guidelines, and requirements set forth by CT, OLVC, American Camp Association (ACA), New York State (NYS), and local Department of Health (DOH) pertaining to overnight operation of children's camps and off-season camp operations.
4. Provide oversight and support of responsibilities of Camp "Canteen" Store management.
5. Responsible for and support of active recruiting of summer campers, group rentals, families, alumni and volunteers through a variety of platforms and sources.
6. Work in conjunction with OLVC to create and maintain a robust social media and website presence; create and implement timely social media posts and provide relevant, and succinct website content.
7. Ability to handle basic facility trouble shooting while being able to communicate emergency or unexpected facility issues to Camp Director in a timely manner.
8. Provide support services to camp for food service, dining hall hosting, dishwashing, janitorial tasks, grounds work, maintenance, activity set up/tear down, and office administrative duties.
9. Assist with the care, maintenance, upkeep and cleaning of all CT facilities and equipment prior to, after and during group rental's stay or summer camp session.
10. Occasionally plan, lead, or engage with summer campers or group participants in scheduled recreational activities, campfires, games, songs, and other planned events.
11. Assist in the management of all communications relevant to staying at camp, registration, financial matters, or general inquiries from summer families, group rentals, staff, alumni, and volunteers.
12. Maintain a positive and vibrant relationship and customer service experience with campers, parents, families, staff, group rentals, alumni and volunteers.
13. Responsible for the supervision and execution related to group rentals and assigned staff.
14. During the summer supports the Program Director in execution of their responsibilities.
15. Ability to drive camp vehicles with state approved license in good standing for maintenance, administrative and other camp needs.

16. Other duties as assigned.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION:

1. Must be at least 21 years of age. 25+ years of age preferred.
2. High school diploma or GED required; Associate's degree preferred.
3. Successful completion of pre-employment background check, drug screen, and physical is required.
4. State issued driver's license in good standing required to drive camp vehicles.
5. Compliance with Virtus safe environment policies is required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Strong interpersonal skills with the ability to build positive relationships with others and interpret individual needs at camp and at all levels of the OLVC organization.
2. Basic maintenance and cleaning skills.
3. Must be self-motivated with the ability to take initiative and solve problems independently.
4. Ability to effectively manage time, competing priorities and workloads in a fast-paced environment.
5. Excellent verbal and written communication skills that allow candidate to both follow and lead.
6. Ability to demonstrate spiritual, social, and emotional maturity.
7. Ability to learn, work, and enforce camp safety and operating procedures.
8. Ability to keep personal information confidential.
9. Ability to understand and demonstrate OLVC and CT mission, vision, and values
10. Demonstrate professional appearance and communication for internal and external audiences.
11. Flexibility to perform other duties as assigned outside my normal day.

WORK SCHEDULE:

Part time work schedule is 20-25 hours/week; including holidays and weekends between Mid August to mid November and mid April to July 1 when group rental are scheduled during those times.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

OLVC employees with this job description must be able to successfully perform the essential duties, responsibilities, and job functions with or without reasonable accommodation(s) as described by the physical demands & work environment listed.

1. Ability to walk over uneven natural terrain, sit, and stand up to two thirds of the workday.
2. Interact with people in a stooping, kneeling, crouching, reaching, or crawling position.
3. Ability to lift at least 15 lbs. for normal work activity and occasionally up to 20 lbs..
4. Potential repetitive use of hands and feet at times with grasping and fine dexterity ability.

Pay Range: \$19.33-\$23.19/hour, based on experience

Email resume and cover letter to: olv-careers@olvcharities.org

Or send cover letter along with resume to:

OLV Charities Human Resources Department; 780 Ridge Road; Lackawanna, NY 14218