

# Extended Day Coordinator



**Job Title:** Extended Day Coordinator

**Reports To:** Site Director

## Character:

We are looking for folks who are...

- Passionate about teaching the technology and/or athletic options that we offer. The magic of our camp can only happen when there is a perfect cross section of camper's interest and curiosities and counselor's passion and knowledge.
- Genuinely interested in working with children and adolescents - campers are super fun but exhausting, so you gotta love them!
- Flexible, can adjust on the fly, and still keep your cool are essential skills for this position.
- Able to work cooperatively with others, learn on the job, come to work each day on time, and do whatever it takes for the good of the campers.
- Role models and can become active members of the TIC community, including playing games and dressing up for theme days- the unique combination of fun and silly.

## Requirements:

- Ability to design and supervise the extended day program from 3:00 to 5:30 pm each day.
- Must have experience leading, teaching or working with children.
- Must have (or is able to obtain) First Aid/CPR and MAT Certification.
- Supervisory experience is a plus.

**Supervisory Responsibilities:** Possibly other counselors who volunteer to help.

## Specific Job Duties:

- Maintains standards which promote the health, safety and welfare of all participants.
- Designs and implements the extended day (after care) program for campers of varying ages for two and half hours each day, ensuring maximum safety and TIC spirit.
- Plans and supervises the daily use of extended day space and activities for campers, including setup and cleanup.
- Maintains extended day equipment and supplies, advising Camp Director of additional needs.
- Obtains and prepares a nutritious daily snack, being aware of any food allergies.
- Supervises 3 to 5 revolving counselors (depending on registration) each day, tracking their hours in a provided log.
- Records camper attendance, signing out by parent/guardian, and drop-in payments.
- Interacts with parents, notifying them of any behavior issues or payments due.
- Prepares and presents an "extended day workshop" during staff training.
- Provides feedback on activities (campers and staff) to immediate supervisor on a regular basis.

**Training:** TIC holds 3-4 days of staff training to prepare and allow time to develop curriculum, held the week of June 10 (some exceptions can be made for year-end school obligations if pre-approved).

## Camper Sessions:

Session 1: June 17 - July 28 \*(no camp June 19th)

Session 2: July 1 – July 12 \*(no camp July 4th)

Session 3: July 15 – July 26

Session 4: July 29 – August 9