



# CEDARKIRK SUMMER STAFF 2024

## CEDARKIRK RESIDENTIAL UNIT COORDINATOR

*Applicants for this position must be organized, have a knowledge of camp leadership and programs, and be able to mentor and inspire staff and campers.*

- Serve as point person for Residential Camp - managing staff, schedules, camper lists, safety concerns, and parent communication
- Must have a working knowledge of a summer camping program and possess leadership experience in that setting
- Maintain lines of communication with: directors; fellow UCs; counselors – to assist and support as issues arise; and volunteers – to help them integrate into the camp community
- Assist with large group leadership - (recreation, worship and singing, etc.); facilitating Check-In; scheduling; leading staff meetings; maintaining records of the summer's programs transportation of campers; and providing guidance and discipline for campers when needed
- Serve as a member of the Leadership team - assist the directors to lead and teach components of staff training, providing supervision and support to all counseling staff

## CEDARKIRK DAY CAMP UNIT COORDINATOR

*Applicants for this position must be organized, have a knowledge of camp leadership and programs, and be able to mentor and inspire staff and campers.*

- Serve as point person for Day Camp - managing staff, schedules, camper lists, safety concerns, and parent communication
- Must have a working knowledge of a summer camping program and possess leadership experience in that setting
- Check campers in and out daily, greeting and communicating with parents at drop off and pick up times, and relaying any messages and concerns
- Support Day Camp counselors each week - leading Day Camp staff meetings and providing back up to counselors as needed
- Ensure overall quality of Day Camp - planning each weeks schedule, activities, and staff assignments
- Serve as a member of the Leadership team - assist the directors to lead and teach components of staff training, providing supervision and support to all counseling staff

*Time off requests may be negotiated before the start of the summer season and are not guaranteed.*

- Lifeguard Certification Course offered May 17-19 (this is an optional certification course for any staff member, cost covered by Cedarkirk)

Unit Coordinator Training will run from May 13 to May 16

All Staff Training will run from May 20 to June 1, 2024 with 2 days off on May 26-27.

Summer camp runs June 3 to August 2, 2024 with a break June 29-July 5.

Pay for first-year Unit Coordinators is \$350 per week (approximately \$3,330 over the course of the summer- including staff training) in addition to room and board.