



CEDARKIRK SUMMER STAFF 2025

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 22-24 (this is an optional certification course for any staff member, cost covered by Cedarkirk)

Unit Coordinator Training will run from **May 19-24**

All Staff Training will run from **May 27- June 7** with June 1st off

Summer camp runs **Sunday- Friday June 8 to July 25, 2025** with a break June 28-July 5.

Day Camp UC will work an additional week: July 28-Aug 1

Pay for first-year Unit Coordinators is \$400 per week (approximately \$3,400 over the course of the summer- including staff training) in addition to room and board.