CEDARKIRK SUMMER STAFF 2027

CEDARKIRK RESIDENTIAL & 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 and Residential Camp—managing staff, weekly schedules, camper lists, safety concerns, and parent communication (including daily Check-In/Out).
- Support and mentor counseling staff through daily challenges, weekly staff meetings, camper guidance/discipline, and volunteer integration.
- Assist with large group leadership (recreation, worship, singing), camper transportation, and maintaining summer program records.
- Serve on the Leadership team—assisting directors with staff training and providing ongoing supervision and support.

CEDARKIRK PROGRAM STAFF 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 the hands-on office lead creating weekly schedules, printing camper emails, and managing core office tasks.
- Keep program staff on track by checking in with them frequently throughout the day to ensure smooth operations.
- Maintain clear lines of communication between directors, fellow UCs, and program staff to address daily operational needs.
- Serve on the Leadership team—assisting directors with staff training and providing ongoing supervision and support.

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

- Lifeguard Certification Course offered May 21-23 (this is an optional certification course for any staff member, cost covered by Cedarkirk)

Unit Coordinator Training will run from **May 18-21**
All Staff Training will run from **May 25- June 6** with May 31st off
Summer camp runs **Sunday- Friday June 7 to August 6, 2027** with a break July 3-10.
Day Camp UC will work an additional one to two weeks.

Pay for first-year Unit Coordinators is $405 per week (approximately $4455 over the course of the summer- including staff training) in addition to room and board.