

2009 Camp Galileo Operations Coordinator Position Description

The Operations Coordinator supports the Camp Director and an entire staff of exceptionally talented, fun, and dedicated educators to create a high-quality art, science and outdoor camp program for families all over the Bay Area. If you are organized, detail-oriented and passionate about education (and the arts, sciences and outdoors), then the Operations Coordinator position is for you! Supported by our partners, The Tech Museum, de Young Museum and Klutz, and together with the camp staff, you will work to create something unforgettable for campers and staff alike. As Operations Coordinator, you will manage the day to day operations of a summer camp under the leadership of your Camp Director. In this dynamic, creative environment you will develop skills in the realms of camp operations, project management, staff scheduling, and leadership.

Responsibilities

- Pre-Camp
 - Attend weekend of staff training June 6 – 7, 2009
 - Work with the Camp Director for 2 paid days the week before camp begins for ongoing training and camp set up
- During Camp
 - Provide administrative and management support to the Camp Director through daily consistent and clear communication
 - Interact with camp families to ensure a professional, positive, and memorable experience
 - Prepare, manage, and maintain weekly camper paperwork and materials needed for camper check-in, check-out and extended care, including inputting and downloading data from online databases
 - Participate in daily opening and closing ceremonies, all-camp activities, snack and lunch supervision, and the camper check-in and check-out processes
 - Assist the staff with numerous daily tasks, some of which involve managing the campers
 - Potentially manage Summer Intern Program. This may vary depending on level of experience.
 - Assist with daily set up and clean up before and after camp
 - Attend weekly staff meetings on Thursdays
 - Participate in one day of set up on the weekend before camps starts
 - Participate in one day of clean up the day after camp ends
 - Complete mid and end of camp staff surveys

Work Hours (camp is in session 9am - 3pm)

Estimated work hours amount to 41-45 hrs per week. Typical schedule: Monday-Wednesday, Friday: 7:45am-4:00pm; Thursday: 7:45am-5:00pm.

Qualifications/Requirements

- College graduate
- Experience working with kids going into K-5th grades
- Demonstrated project management experience
- Computer savvy; experience with databases and programs such as Microsoft Excel, ability to manage camp technology, including laptop, digital camera, printer, etc.
- Flexible, trustworthy, positive, works well as a member of a team, can multi-task, takes initiative, responsible, energetic, organized, detail-oriented, communicative, and a demonstrated problem-solver
- Adult and child CPR/First aid certification is required. Certification must be completed before camp begins and be valid through the end of camp. You will be required to show proof of certification before beginning work (Galileo will reimburse for certification cost).

Compensation

Operations Coordinators will be paid between \$500 and \$600 per week of camp based on experience and level of education. Days worked before camp (not including training and set up) will be prorated based on your weekly salary. Payroll is processed every two weeks.