



Galileo Summer Quest Operations Coordinator Position Description

Summary and Requirements

The Operations Coordinator supports the Camp Director and an entire staff of exceptionally talented, fun, and dedicated educators to create a high-quality program for 5th-8th graders. This individual provides a high-level of administrative support to the Camp Director, has a keen eye for detail and is a college graduate. The ideal candidate is organized, detail-oriented and is passionate about education. They will manage the day to day operations of the summer camp under the leadership of the Camp Director, developing skills in the realms of overall program operations, project management, staff scheduling, and leadership.

Responsibilities

- Work with the Camp Director for 2-3 paid days the week before camp begins for ongoing training and camp set up
- Provide administrative and management support to the Camp Director through daily, consistent, and clear communication
- Interact with families to ensure a professional, positive, and memorable experience
- Prepare, manage, and maintain weekly camper paperwork and materials needed for check-in, check-out and extended care including inputting and downloading data from online databases
- Assist with daily set up and clean up before and after program
- Contribute to and participate in daily opening and closing ceremonies, all-camp activities, snack and lunch supervision, and camper check-in and check-out processes
- Potentially manage Summer Interns. This may vary depending on level of experience.
- Assist the staff with numerous daily tasks, some of which involve managing campers
- Collaborate and cooperate with fellow staff members to provide an unforgettable camp experience for your campers – and yourself!
- Additional responsibilities:
 - Attend weekly staff meetings, to occur from 4:00pm to 5:30pm after camp on Thursdays
 - Participate in two days of mandatory training on June 6 & 7, 2009
 - Train Assistant Instructors in your curriculum area
 - Participate in mid and end camp check-ins with Camp Director
 - Participate in one day of set up on the weekend before camp starts
 - Participate in one day of clean up the day after camp ends
 - Complete mid-camp and end-of-summer evaluations
- Typical weekly hours (camp is in session from 8:45am to 3:30pm):
 - Monday: 7:30am – 4:30pm
 - Tuesday: 7:45am – 4:00pm
 - Wednesday: 7:45am – 4:00pm
 - Thursday: 7:45am – 5:30pm
 - Friday: 7:45am – 5:00pm

Additional Qualifications/Requirements

- Demonstrated project management experience
- Computer savvy; experience with databases and programs such as Microsoft Excel and the ability to manage camp technology, including laptop, digital camera, printer, etc.
- Flexible, trustworthy, and positive
- Works well as a member of a team, can multi-task, take personal 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 program begins and be valid through the end of the summer. 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 (6 or 8 weeks depending on location) based on experience and level of education. Days worked before program begins (not including training and set up) will be prorated based on your weekly salary. Payroll is processed every two weeks.