



POSITION DESCRIPTION

Mission: Uniting Baltimore through parks.

Parks & People has worked for more than 30 years to build public-private partnerships that sustain and improve Baltimore's parks and green spaces, with a legacy of investing in projects that revitalize green programs that allow children, youth and adults to learn, grow, and explore their natural environment. Our vision is to ensure that everyone in Baltimore is connected to nature, their community and each other through vibrant parks and green spaces.

SuperKids Camp is a six-week academic enrichment program designed to help elementary school-aged students in Baltimore City improve or maintain their scholastic skills during the summer months. We focus our efforts in the following areas — reading, environmental literacy, character development, basic math skills, and fostering an appreciation of the environment through hands-on learning and field trips.

SITE COORDINATOR

DIVISION: PROGRAMS

REV: 02/07/19

SEASONAL, EXEMPT

MAJOR RESPONSIBILITY: This position provides day-to-day management and leadership of a program site with 60-110 students and 5-10 staff.

REPORTS TO: Assistant Director of Operations

ESSENTIAL FUNCTIONS:

1. Coordinate Camp Site Activities and Logistics
 - a. Ensure adherence to schedule through smooth and timely transition between daily activities
 - b. Assist in coordination of field trips and transportation
 - c. Attend all enrichment activities, as scheduled
 - d. Ensure the safety and welfare of participants and staff assigned to site
 - e. Manage campsite in accord with guidelines and PPF policy
 - f. Oversee maintenance of records including student files, attendance records, and disciplinary actions taken
 - g. Serve as camp liaison with parents, partners, and volunteers
 - h. Oversee compliance with policies of food service program
 - i. Contribute to final report on accomplishments of summer programs
 - j. Manage safe storage, distribution and return of participant medication
 - k. Maintain effective and consistent communication with Assistant Director of Operations and Assistant Director of Academics
 - l. Facilitate daily meetings with Academic Mentor to ensure quality instruction and effective management is provided in all classrooms
2. Supervise, Coach and Evaluate Staff
 - a. Assist staff in class and behavioral management techniques
 - b. Provide support to Academic Mentor with content delivery and coordinate additional training as needed

- c. Complete and submit performance evaluations for staff
 - d. Review and approve staff time submissions, and perform other routine operational tasks
 - e. Cultivate, reinforce and promote a positive camp culture
3. Review weekly progress with curricula and enrichment activities

QUALIFICATIONS:

Requirements

- Bachelor's degree in education or other related field
- 1-2 years of experience in supervisory or program management position
- Knowledge of learning styles and methods of delivery
- Ability to prepare lesson plans and training activities
- Experience in summer camp management
- Excellent communication and interpersonal skills
- Proficient in computer systems and MS Office software
- Good oral/written communication skills
- People skills needed to organize and motivate youth and staff
- Analysis and synthesis ability needed to link goals of the program with the needs of camp site
- Good time-management skills needed to handle multiple, concurrent activities, which are often associated with deadlines
- Ability to establish and maintain cooperative and effective working relationships with others

Preferences

- Education or youth program management experience
- Knowledge of recreation centers and public school education curriculum
- Prior Parks & People Foundation summer programs experience