

Camp Henry Outdoor School Program Coordinator, Seasonal May-August

Immediate Supervisor: Director/Assistant Directors

Job Description:

The CHOS Program coordinator will ensure that all aspects of the CHOS camp sessions run smoothly. This person should look ahead to each session and plan accordingly based on the number of campers, route chosen, and activity dates planned.

Responsibilities:

1. Work with the Director to schedule off campus trips for campers.
2. Select, notify, and train staff to accompany you on the trip.
3. Go on each trip serving as trip leader, ultimately responsible for the whereabouts and safety of campers and staff on the trip.
4. Check in with the nurse after registration and assume responsibility for all camper medications.
5. Prepare the itinerary for each trip and submit it to one of the directors before departure.
6. Supervise the selection, transportation, storage, and preparation of all food used on the trip, ensuring appropriate standards are met.
7. Run the Alpine Tower for the campers.
8. Have a current Wilderness First Aid or Responder certification.
9. Teach children and counselors lightweight backpacking techniques and Leave No Trace principles.
10. Supervise the selection, transportation, and storage of all other materials used on the trip, ensuring appropriate safety standards are met.
11. Report to the directors any incidents or accidents that occur on the trip as well as any staffing concerns raised during the trip.
12. Work with the CHOS Director to ensure a safe, positive experience for campers in each area, including meeting with them to discuss elective safety, hazards, and equipment maintenance during staff orientation. Remain aware of the day-to-day operation of elective areas throughout the summer.
13. Order needed materials/food
14. Maintain equipment.
15. Fulfill other related responsibilities as requested by the directors.

TO APPLY please complete [THIS](#) Google Form.