



**JOB OPENING**

<b>JOB TITLE</b>	<b>CAMP COORDINATOR – Cultural Arts</b>
<b>ABOUT THE CITY OF FARMINGTON HILLS UNPLUGGED SUMMER CAMPS:</b>	<p>We are seeking enthusiastic and responsible individuals to join our team as Nature Camp Coordinators (Camp Leaders). As a Camp Coordinator, you will play a crucial role in creating a positive and memorable camp experience for children and teens. This is a dynamic position that involves a range of responsibilities, including leading activities, fostering a safe environment, and, importantly, actively participating in swimming activities with campers.</p> <p>If you are passionate about creating lasting memories for campers, fostering a positive and inclusive environment, and have the skills to ensure a safe swimming experience, we invite you to apply for the position of Camp Counselor. Join us in making this summer an unforgettable adventure for our campers!</p> <ul style="list-style-type: none"> <li>• Make up to \$800 per week – Possibly more with Specialty Camps!</li> <li>• Many positions start at \$14 or more per hour.</li> <li>• Incentives include referring a friend, commitment prizes, and a summer rewards program.</li> <li>• Camp Staff have consistent schedules with summer evenings and weekends free</li> </ul>
<b>POSTING DATE</b>	February 21, 2025
<b>CLOSING DATE</b>	Open until filled.
<b>DEPARTMENT/DIVISION</b>	Special Services/ HAWK
<b>EMPLOYEE GROUP</b>	Temporary
<b>START DATE &amp; WORK SCHEDULE</b>	May 2025 Monday- Friday, 35+ hours per week. Must be able to work the entire camp season. May- August 2025
<b>PAY RATE</b>	
<b>PREVIOUS WORK EXPERIENCE</b>	Experience working with and/or supervising children required. Education classes or experience in camp, youth programs, recreation, working with children, or in a related field. Experience working within arts-based programming a plus (Visual Arts, Dance, Theatre, Music).
<b>EDUCATION:</b>	High school graduate required plus some college experience preferred.
<b>SPECIAL SKILLS &amp; TRAINING</b>	Must be at least 18 years old. Upon hire, completion of First Aid and CPR certification. Ability to work as a member of a team and accomplish tasks with little direct supervision. Strong organization and communication skills. Ability to work with individuals of all ages as candidate will interact regularly with camp staff, young campers and their families. Patient, diplomatic, dedicated and energetic for maximum leadership and effectiveness. Attention to detail and timely attendance. Candidates must have valid driver license and a working

	phone.
<b>BASIC RESPONSIBILITIES</b>	<p><b>Program Development:</b></p> <ul style="list-style-type: none"> <li>• Under the direction of the Farmington Hills Special Services Cultural Arts camp leadership team, aid in implement diverse and engaging camp programs that align with the City's mission and values.</li> <li>• Assist in the logistical preparations leading up to the camp season including but not limited to organization, training development, administrative duties, and facilities management</li> <li>• Aid in coordinating activities and events as needed to enhance the overall camp experience for campers and fellow camp staff.</li> <li>• Fill in for staff when necessary.</li> <li>• Maintain accurate program records</li> <li>• Other duties as assigned.</li> </ul> <p><b>Staff Relationships:</b></p> <ul style="list-style-type: none"> <li>• Assist with training of all camp staff</li> <li>• Foster positive relationships and with staff and campers, encouraging camaraderie and teamwork.</li> <li>• Act as point person for camp staff needs throughout the day to day including but not limited to assisting with supervision as needed, escorting campers to different areas of the building, delivering rosters or other materials, attending Friday performances.</li> <li>• Provide mentorship, guidance, and ongoing support to ensure a positive and collaborative camp environment.</li> <li>• Other duties as assigned.</li> </ul> <p><b>Supervision and Safety:</b></p> <ul style="list-style-type: none"> <li>• Implement and enforce safety protocols and procedures to create a secure and healthy camp environment for staff and campers.</li> <li>• Monitor camper well-being, address any concerns promptly, and collaborate with necessary staff.</li> <li>• Lead camp check-in and check-out each day.</li> <li>• Other duties as assigned.</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Maintain open and effective communication with campers, families, and fellow staff.</li> <li>• Promptly report any incidents, concerns, or noteworthy achievements to supervisors.</li> <li>• Handle and address inquiries, feedback or concerns from families and stakeholders.</li> <li>• Other duties as assigned.</li> </ul>
<b>HOW TO APPLY</b>	All candidates must complete an <a href="#">online application</a> . Please create an account and submit online for consideration.

**EQUAL OPPORTUNITY EMPLOYER**