

Trail Blazers
250 W 57th Street, Suit 1132
New York, NY 10019
(212) 529-5113

POSITION: Program Coordinator

RESPONSIBLE TO: Camp Director

GENERAL RESPONSIBILITY: Directly supervise the program of 2-3 small camp groups. Provide support to group leaders in developing program and activities that coincide with the experiential nature and philosophy of Trail Blazers. Program Coordinators are expected to carry out the “General Responsibilities” for all Trail Blazers Staff Members.

SPECIFIC RESPONSIBILITIES:

1. Serve as a member of the camp administrative team.
2. Attend daily administrator meetings.
3. Administer academic assessment to selected children at the start and end of each session.
4. Support group leaders in developing coherent themes and program plans
5. Do background research for assigned groups’ themes and activities
6. Facilitate assigned group leaders to write and lead experiential, educational, and interesting lesson plans.
7. Design and lead some lessons with each group, particularly at the beginning of the session.
8. Spend time observing lessons and activities and offering direct support to group leaders on a daily basis
9. Facilitate group leaders to process all lessons and activities, relating new knowledge to uses at home and in the child’s community.
10. Ensure and track that groups are maintaining group and individual journals and are participating daily in discoveries.
11. Have regular meetings with assigned staff members and co-working teams to give advice, guidance, and feedback on programming activities.
12. Work closely with assigned enabler to ensure that each group’s program is fitting the emotional, physical, and educational needs of the group as well as the Trail Blazers philosophy.
13. Plan and organize village/all-camp activities including, but not limited to, Round-ups, Carnival, Community Day, Community Project, Vespers, and Talent Show.

14. Provide leadership during staff training and during the summer in-service trainings
15. Assist enablers with behavior management and crisis intervention as necessary.
16. Provide support to co-workers and Camp Director as necessary
17. Provide for the safety, security and comfort of the children.
18. Keep written records of all lessons, programs and activities.
19. Develop and post rules/procedures regarding the use and clean-up of specified area/activity and/or materials.
20. Maintain clean and tidy living quarters.
21. Complete all other jobs as mutually agreed upon with supervisor.

QUALIFICATIONS:

- At least two years of college or equivalent.
- Prior experience leading/supervising program in a camp, after-school program, or other out-of-classroom environment.
- Experience and knowledge of literacy, environmental education, and/or adventure-based learning preferred.
- Work and/or educational experience related to children, leadership, child psychology, behavior management and environmental education.
- Co-working experience and sensitivity.
- A sense of humor.
- Good health and physical endurance.
- Ability to work productively in a stressful environment.
- Ability to be a positive role model and provide positive leadership for adults and children.
- Ability to utilize written and natural resources.