

**Job Title: Program Coordinator (7 month to year round)****Compensation:** \$715-\$760 weekly

- 40-45 hours per week, Sunday-Thursday or Monday-Friday
- 7-Month Contract with opportunity to extend year round
- Full room and board provided (housing, food, internet, utilities, laundry for the entire duration of the season, including weekends and seasonal breaks)
- Full accommodations for dietary restrictions or preferences

We are hiring a Program Coordinator for a 7 month contract from April to November. At Camp Tamarack we host outdoor school, summer camp, and classroom programs, providing youth of all ages with hands-on opportunities that promote personal growth and a better understanding of the environment and world that surrounds them. We are accepting applications until the position is filled. Send your cover letter and resume to Sami@camptamarack.com.

We are looking for staff who thrive in a fast-paced, collaborative work environment to support our mission of youth development through mentored outdoor experiences.

Camp Tamarack is an equal opportunity employer. We welcome your unique contributions to our program, including your culture, ethnicity, race, gender identity and expression, nation of origin, age, languages, veteran status, religion, ability, sexual orientation, and beliefs. We value diversity and are committed to creating an equitable and inclusive environment for all students, volunteers, and employees. Our commitments include:

- Normalizing pronoun use during meetings and programs
- Providing justice, equity, diversity, and inclusion training to all staff
- Incorporating land acknowledgments in programs
- Using trauma-informed, culturally responsive student support strategies
- Providing accommodations for students to participate in our programs and for staff to lead programs

2025 Season Dates:

- **Spring Outdoor School**
 - Staff training: April 6th-11th
 - Programming: April 14th-June 6th
- **Summer Camp**
 - Lifeguard training: Dates Pending. We pay for you to get this certification!
 - Staff training: June 15th-June 20th
 - Programming: June 22nd-August 20th
- **Fall Outdoor School**
 - Staff training: September 8th-12th
 - Programming: September 15th-October 31st
- **Optional: Winter Programming**

- Part-time work opportunities teaching in classrooms for our Central Oregon schools and providing after-school programming from November - March.

Position Summary:

The Program Coordinator (PC) at Camp Tamarack plays a key role in ensuring the smooth operation of day-to-day programming and the effective management of Instructors, counselors, and campers. The PC works closely with the Camp Director, Site Supervisor, other Program Coordinators, Kitchen Team, Facilities Team, Medical Director, Instructors, and Counselors to deliver inclusive, engaging, and sustainable programming. This role requires strong leadership, organizational skills, and a commitment to creating a supportive and enjoyable environment for both staff and campers.

Key Responsibilities:

- 1. Collaborative Teamwork:**
 - Work alongside the Camp Director, Site Supervisor, and fellow PCs to ensure day-to-day programming is executed effectively and inclusively.
 - Support staff with operational tasks such as timeliness, walkie-talkie use, and daily routines.
- 2. Staff Training and Mentorship:**
 - Support the Camp Director, Site Supervisor, and fellow PCs in delivering staff training throughout the season.
 - Mentor instructors to provide high quality lessons and activities.
- 3. Evaluation:**
 - Solicit and manage camper feedback, addressing urgent concerns with counselors or leadership as appropriate.
- 4. Evening Program Coordination:**
 - Plan, prep, and lead one evening program per week.
 - Be on call the night you lead programming to provide support as needed.
- 5. Chaperone Coordination**
 - Work with adult chaperones throughout the week, serving as their point of contact to ensure they are supported and have the information they need to succeed.
 - Organize and facilitate chaperone meetings, maintain training materials, and ensure chaperones are aware of their responsibilities.
 - Send thank-you notes to chaperones, teachers, and aids at the end of the season.
- 6. Gear Management:**
 - Maintain inventory of camp gear and supplies, coordinating with the Facilities Team for delivery and organization of gear as needed.

Required Skills:

- 1. High School Degree**
- 2. Strong Organizational Skills:** Ability to manage multiple tasks and schedules simultaneously, ensuring all camp programming runs smoothly.
- 3. Lifeguarding and Waterfront Supervision:** Ability to pass lifeguard training (provided) and maintain supervision of all waterfront activities during summer camp.
- 4. Transportation:** Ability to drive a 15-passenger van (training provided), transporting campers and staff as needed.
- 5. Leadership and Team Collaboration:** Demonstrated ability to lead staff and work effectively with a diverse team. Ability to provide clear instructions, support staff, and handle challenges as they arise.

6. **Communication Skills:** Strong verbal and written communication skills, with the ability to give clear directions and provide constructive feedback.
7. **Problem-Solving:** Ability to think on your feet and solve problems quickly, especially when dealing with camper needs or staff issues.
8. **Program Planning and Facilitation:** Experience in planning, preparing, and leading group activities, especially in an outdoor or camp environment. Ability to lead programs for up to 150 people.
9. **Risk Management:** Experience in handling emergencies or challenging situations in a calm and effective manner.
10. **Teamwork and Adaptability:** Willingness to collaborate with a diverse team and adapt to changing tasks, schedules, and group dynamics.
11. **Problem-Solving and Conflict Resolution:** Ability to manage and resolve conflicts effectively, whether between campers, between staff members, or in activity settings.
12. **Commitment to Inclusion:** Strong commitment to creating an inclusive, welcoming environment for all campers and staff, ensuring that each individual feels valued, respected, and supported regardless of background, identity, or ability.
13. **Growth Mindset:** Demonstrates a growth mindset by embracing challenges, learning from feedback, and encouraging campers and staff to do the same. Ability to view mistakes as opportunities for learning and personal growth.

Preferred Skills:

1. **College degree in a related field:** Outdoor Education, Environmental Science, Education, Biology
2. **Certifications in Outdoor Education:** Any relevant certifications in outdoor education, environmental science, or outdoor leadership (Project Learning Tree, BEETLES, Master Naturalist, Interpretation, Challenge Course, Project Adventure, etc.)
3. **Camp Leadership Experience:** Previous experience in a camp leadership role, such as a counselor or coordinator, is highly preferred.
4. **Spanish Language Skills:** Proficiency in Spanish is a plus, enabling better communication with Spanish-speaking campers and staff.
5. **Creative Program Design:** Ability to design unique and engaging activities, games, and evening programs that enhance the overall camp experience.
6. **First Aid and Emergency Response:** Wilderness First Aid or First Responder, CPR, Lifeguard.

Note to potential applicants: Research shows that BIPOC folx, trans and non-binary folx, and women are less likely to apply for jobs unless they believe that they meet every qualification listed in a job description. Your skills, experience, and education can come from personal interests, self-directed learning, community roles, and life experiences. We strongly encourage you to apply if you are interested in the position, even if you do not believe that you meet all of the qualifications.

An Overview of the Position Within Our Programs:

Spring and Fall Outdoor School: As a Program Coordinator, you will start our spring season in a 3-day staff leadership training. The following week is our full team staff training which is designed to fully prepare you to be a staff member at Tamarack! Our Outdoor School program is a state-funded outdoor experience for Oregon 5th and 6th graders during the school week. 5th and 6th-grade students spend 3 days and 2 nights at Tamarack. High school volunteers supervise the cabins. Our Instructors lead programming such as science lessons, recreation activities, as well as assist in other areas of camp. As a Program Coordinator, you will supervise and support a team of instructors, as well as lead larger all-camp activities such as dining hall meals, flagline, and campfire. In addition, Program Coordinators are the lead in running the high school counselor program which includes, facilitating trainings, running meetings, and providing additional support

to instructors who serve as mentors for counselors. Campers are on-site Monday mornings through Friday early afternoon. Counselors are on-site Sunday evening through Friday early afternoon. PCs work a Sunday-Thursday or Monday-Friday shift.

Check out our Outdoor School video!

https://vimeo.com/186443509?utm_source=email&utm_medium=vimeo-cliptranscode-201504&utm_campaign=29220

Summer Camp: We start our summer camp season with 1 week of staff training and additional time devoted to Lifeguard training. As a program coordinator, you will supervise and support a team of instructors, as well as lead larger all camp activities such as dining hall meals, flagline, and one all-camp evening program a week. During the day program coordinators are head guards on our waterfront and ensure all safety protocols are followed. In addition to these responsibilities, Program Coordinators play a key role in child behavior management. This includes offering additional support to counselors, helping campers with homesickness, and contacting parents when necessary. Program Coordinators are also responsible for overseeing either Sunday check-in or Friday check-out operations. Campers and high school employees arrive on Sunday and stay until Friday early afternoon. Instructors and PCs work a Sunday-Thursday shift or a Monday- Friday shift.

Winter Classroom Outreach: Wanting to stay in Central Oregon over the winter? During the winter we offer part-time employment to our team through our classroom outreach programs, which includes visiting classrooms to teach science and team-building activities from January - March! Additional work opportunities may be available through Bend Parks and Rec Kids Inc. program November - March. These programs are not on-site but based in classrooms all throughout Central Oregon. Program Coordinators have the potential to extend their contract for part-time or full-time remote work through the winter working on administrative tasks and planning for the year ahead.

How We Make This Position Sustainable:

- **FULL Room and Board:** There is no cost to staff for housing, meals (when programming is running), internet, utilities, and laundry seven days a week for your entire season of employment!
- **40-45 hour Work-Week:** Compared to other overnight camps, where you work from the time you wake up until the time you go to bed all week, at Camp Tamarack staff work shift schedules and only work 1-2 evenings per week.
- **Paid "Sick or Sad" leave:** Whether you get sick or just need a mental health day, we offer accruing paid leave for our employees. 1 full day of pay earned for each session worked: 1 day for Spring Outdoor School, 1 day for Summer Camp, and 1 day for Fall Outdoor School.
- **Paid Time Off:** 1 full day of pay earned for each session worked: 1 day for Spring Outdoor School, 1 day for Summer Camp, and 1 day for Fall Outdoor School.
- **Wellness Stipend:** After a year of employment, we offer a monthly wellness stipend for health care.
- **Team Bonus:** Contingent upon meeting our 2025 Company Goals, a bonus of up to \$750 is available to team members who complete their full season contract.

Living and Working Conditions:

- Employment is temporary and subject to the school/camper participation schedule. This position works in an overnight camp setting.
- If staff choose to live on-site, they live in shared staff quarters.
- Housing is provided for the entire employment season - you don't have to move out on the weekends or in between sessions - your space is your space for the whole season. Housing is shared with other employees in assigned cabins or bunk rooms.

- Room and board provided - there is no cost to staff for housing, meals (when programming is running), internet, utilities, and laundry seven days a week for your entire season of employment!

Shift Type: Weekly salary, paid monthly

What do our programs look like? Find us on TikTok and Instagram at @camp_tamarack