

Summer Camp Coordinator

Reports To: Youth Programs Manager

Starting Wage: \$21/hour

Full Time Seasonal: 37-40hrs/week, Non-Exempt

- **Mandatory Training Dates:** June 16, 17, 18
- **First Day of Camps and Full-Time Start Date:** June 30
- **Position requires the following schedule from June 30-August 22:** Monday-Friday 8:45am to 4:30pm.

About the Northeast Community Center (NECC)

The [NECC](#) is an independent non-profit community center and treasured neighborhood anchor in NE Portland. Located in the former NE Family YMCA facility, the NECC is a vibrant hub offering recreation, aquatics, fitness, wellness, and enrichment programs and activities for all ages. Valued by staff and participants for its welcoming intergenerational environment, the NECC strives to strengthen the fabric of our community by providing opportunities to stay active, socially connected, and physically/mentally/emotionally healthy.

The NECC is committed to building a diverse and inclusive staff that represents the neighborhoods we serve. We value the life experiences of BIPOC, LGBTQIA2S+, and individuals and communities who face systemic oppression and have experienced barriers to participation. Throughout all levels of the organization, staff find meaning in their work and are connected to participants. The NECC and the individuals who work here value learning, adapting, and growing.

Job Overview

As the Summer Camp Coordinator, your role is to oversee the daily operations of our summer camp program for children grades K-5th (group size 10 to 20 kids with 3-4 staff on shift depending on the camp). You help supervise camp staff, coordinate youth activities for the day, and communicate with parents and guardians during check-in/out and throughout the day as needed. Keeping the camp on schedule and in the correct rooms is essential in our bustling community center. The daily schedule and specific activities will be planned ahead of time in partnership with the Youth Programs Manager. Our goal is to create a safe, engaging, and enjoyable experience for all campers. This is primarily a seasonal job from June through August, but there may be additional hours offered throughout the year as funding allows.

Each of our camps follows a weekly theme, check out the offerings [here](#) or by visiting our website necommunitycenter.org/summer-camps/

Position Details and Responsibilities

- In collaboration with Youth Programs Manager, supervises camp staff, including counselors, instructors, and counselors in training.
 - Ensures staff are taking state-mandated breaks.
- Implement and lead camp programs that promote a safe and engaging environment for campers.
- Be able to employ various styles of communication and problem-solving skills to help kids make the best choices and manage big emotions.
- Knowledge of classroom management skills.
- In collaboration with Youth Programs Manager help create and set up art and enrichment activities that are on theme.
- Coordinate logistics and activity planning based on the group's temperament and flow of the day.
- Communicate with parents and guardians regarding camp activities and camper progress.
- Strong time management skills, reliability, and punctuality.
- Collaborate with the Youth Programs Manager and other staff members to ensure that all camp policies and procedures are followed.

- Capable of enforcing guidelines, policies, and community agreements with consistency, sensitivity and respect.
- Able to maintain confidentiality.
- Monitor camp equipment and facilities to ensure they are safe and well-maintained.
- Demonstrated ability to assess situations, solve problems independently, and take proactive action as needed.
- Demonstrate awareness of others' social identities (e.g., race, gender, disability status, religion, etc.) and understand their relevance in the workplace and NECC programs and activities.
- A team player who is willing to ask questions but prepared to work independently and not afraid to take action.
- Commitment to equitable practices and systems.

Position Requirements

- **2+ years of experience working with children in a camp or recreational setting.**
- Able to swim with campers in our warm water pool (lifeguards will also be on duty).
- Knowledge and experience working with neurodiverse youth.
- Strong leadership skills and the ability to manage and motivate a team.
- Ability to work outside for periods of time during the summer heat.
- Able to be on their feet most of the day and walk to and from Grant Park (1.2 miles round trip).
- Excellent organizational and time management skills.
- Strong communication skills, both written and verbal.
- Ability to multitask and remain calm under pressure.
- Passion for working with children and creating a positive camp experience.
- Encouraged but not required:
 - Bilingual (Spanish preferred).
 - Life experience as Black, Indigenous, or Person of Color, LGBTQIA2S+, or any person identifying as a member of a marginalized community.
 - Familiarity with theater or creative arts
 - Experience working with Microsoft Office Programs or Registration Software.

Position Details

- Compensation & Benefits
 - Starting hourly wage – \$21/hour
 - Accrued paid-time-off after 90 days
 - Active NECC employees receive a complementary membership
- All youth staff are required to be CPR and First Aid Certified (NECC will cover the cost of this certification)
- Full-time position, non-exempt. Approximately 37-40 hours/week.
- 100% of staff at the NECC has received the Covid-19 vaccine. The person hired for this position will be required to be fully vaccinated or may request an approved accommodation.

To Apply – Submit the following to jobs@necommunitycenter.org

1. Your resume **and**;
2. We'd appreciate it if you could also include an email describing your interest in the position and connecting your experience to the role. Please let us hear your own voice, this is a great way for us to connect with you before interviewing!

Timeline: We encourage all interested applicants to apply by Friday, May 23rd. Interviews will take place in person at the center during the weeks of May 27th and June 3rd, with the goal of the selected candidate starting no later than June 16th.