

# *Operations Specialist*

## Seasonal Job Description- Catholic Youth Camp

### **General Functions:**

The ideal Operations Specialist will work best behind the scenes. They must be organized, efficient and adapt quickly to the changes that happen at camp. They should have the ability to follow systems already in place and also create new systems to keep camp running smoothly. Their job duties will range from setup and organization of daily programs to weekly administrative paperwork.

The Operations Specialist will be responsible for coordinating and assisting in the daily programming of camp. They will work closely with the Program Specialist and Director of Programming, to assure that all aspects of camp programming is prepared for campers. The Operations Specialist is a part of the CYC Leadership Team and will supervise counselors.

### **Specific Responsibilities:**

1. Be responsible for setup, clean up and aid in facilitation of daily programs.
2. Assist counselors with programming, camper problems, and any other issues.
3. Organize and coordinate camp activity schedules.
4. Lead/ assist with core camp activities during activity periods, when needed.
5. Co-Plan and facilitate the daily Holy Ground and Praise & Worship programs, with Operations Specialist.
6. Supervise evening shower and snack time.
7. Model and emphasize safety and stewardship at all times.
8. Create opportunities for success for each child, and staff member.
9. Provide an open ear and mind when a camper or staff member needs to discuss issues.
10. Provide positive guidance through appropriate behavior management.
11. Communicate clearly and regularly with coworkers and supervisors.
12. Greet parents on Sunday during registration and on Friday during and after the closing ceremony.
13. Attend weekly Leadership Team meetings on Sunday, before all staff meeting.
14. Oversee all core camp activities ensuring safety, quality instruction and fun.
15. Other duties as assigned.

### **Essential Functions:**

1. Verbally communicate with small and large groups of children and adults.
2. Work independently and be self motivated.
3. Understand and uphold camp safety policies.
4. Observe activity of staff and campers.
5. Understand skill and behavior of different age campers and staff.
6. Serve as a resource to staff

### **Qualifications:**

1. At least 21 years of age.
2. Strong leadership.
3. Experience or training in working with children, strong teaching skills, and patience with children.
4. Strong Christian faith and practice.
5. Independent, self-starter, creative and highly organized individual.
6. Excellent communication and teamwork skills.
7. Good character and the ability to adapt to any camp situation, enthusiasm, sense of humor, and patience.
8. Programming, youth development, & camp experience desired.
9. First Aid and CPR Certified required (Training offered at CYC)
10. Lifeguard certification preferred but not required (Training offered at CYC)