

Mazama Wild Camp Coordinator



Position Title: Mazama Wild Camp Coordinator

Reports to: Acting ED or Executive Director

Status: **Seasonal** Part Time (March/April); Full Time (May–August)

Flexible Schedule: March/April—yes; May–August—No

Virtual Work: If camp is not in session; when camp is in session must be onsite

Travel: Minimal

Transportation: Access to a vehicle to pick up supplies

Compensation: \$21–\$25/hour, depending on experience

Mazama Wild is a summer day camp for kids ages 4–10 based at the Mazama Mountaineering Center at 527 SE 43rd Avenue in Portland, Ore. We believe that authentic learning takes place when children are able to investigate and interact with the world around them. Nature, art, science, and play are the building blocks that campers will use to explore the vibrant life and amazing mysteries found in the surrounding green spaces. Through thematic and guided activities, campers will laugh, learn, and make memories to last a lifetime. We often have repeat campers from year to year. Camp includes indoor rock climbing, so familiarity with rock climbing is helpful, but not required.

Job Description: The Mazama Wild Camp Coordinator is responsible for managing all aspects of the Mazama Wild Camp operations and ensuring it operates smoothly. This will include hiring the camp staff, managing the camp staff, managing registrations, and managing any caregiver/camper issues.

Requirements: We are seeking an individual experienced in summer camp management and operations for young kids, who has a zest for all things summer camp!

- Summer camp management experience with young kids
- Enjoy being around kids
- Comfortable using computers to manage registrations and camp communications
- Experience hiring and onboarding seasonal staff
- Ability to work alone with minimal oversight
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
- Ability to lift up to 25 lbs, climb stairs, walk 3+ miles throughout the day

Key Responsibilities:

Approximately 20 hours/week beginning upon hire in late February/March 2021; full-time beginning May, 2021 through August, 2021

- Plan and manage implementation of an 8-week, themed camp curriculum and daily schedule to provide an outstanding educational experience for campers ages 4–10.

- Manage all logistics of camp preparation and oversee all camp daily operations and registration.
- Hire, train, and manage Mazama Wild staff in coordination with the Mazama staff
- Supervise all Mazama Wild staff, interns, and volunteers.
- Proactively maintain parent relationships and timely communications.
- Provide a positive, educational, recreational, and safe summer experience for campers.
- Attend select outreach events in order to recruit camp families; work with Mazamas to provide any information/content needed for marketing, public relations, social media, and parent communications.
- Conduct informal bi-weekly employee evaluations and formal employee and program evaluations at the end of summer.
- Support all marketing and communications activities to promote the camp.
- Work with Mazamas staff to secure contracts with staff and partners.
- Manage site logistics, inventories, and secure needed equipment and supplies, and oversee all other logistical camp preparation details.
- Manage camp budget (revenue/expenses) in coordination with Mazama staff.
- Build and maintain relationships with Mazama Wild families, meeting their needs with excellent customer service, including: secure and easy drop-off and pick-up procedures; a safe and fun environment for campers; smooth registration processes with open and active communication; quick response to emails, phone calls and text messages; performs end of summer follow-up with families; and upholds all other day camp best practices that build and maintain relationships with families.
- Provide opportunities for parents to express concerns, and foster communication among staff about these concerns.
- Maintain proactive risk management practices that address safety within the camp experience and environment for staff and participants
- Attends to the health and safety of the students at all times, and meets the current policies and industry recommendations to mitigate for COVID-19 prevention and mitigation.
- Work cooperatively with all staff.
- Maintain a professional demeanor at all times.
- Support the policies of Mazamas and other key partners.
- Ensure that the camp atmosphere and environment is consistent with Mazamas philosophies and values, including practicing positive child management techniques.
- Perform additional related duties as may be assigned.
- Provide an end of season debrief for Mazama Wild staff and a written report on the 2021 camp with evaluation of the program and suggestions for the 2022 incarnation of camp.

About the Mazamas: The Mazamas was established July 19, 1894 on the summit of Mt. Hood. We have a proud tradition of leadership, safety, conservation, and climbing education in the Northwest for well over a century. Our mission is to promote mountaineering through education, climbing, hiking, fellowship, safety and the protection of mountain environments. To support this mission, we offer over 250 climbs and 700 hikes annually, and sponsor conservation and

research to protect and better understand the alpine environment. Our activities depend almost entirely on the efforts of nearly six hundred volunteers, who contribute over 90,000 hours of time annually to support Mazama programs.

Successful candidate must be willing to submit to a background & criminal history check.

The purpose of this position description is to provide information reflecting current practices and does not constitute or create any contractual agreement, rights or obligations. This position description may be amended.