



JOB OPENING

JOB TITLE	CAMP COORDINATOR – Cultural Arts
ABOUT THE CITY OF FARMINGTON HILLS UNPLUGGED SUMMER CAMPS:	<p>The City of Farmington Hills is pleased to provide half-day and full day summer camps for the community and surrounding regions. Occurring at multiple locations throughout the City, more than 500 campers per week are engaged in quality general day camp and specialty camp opportunities includes sports, visual arts, music, theatre, dance, nature, field trips, and more.</p> <p>Come work with us:</p> <ul style="list-style-type: none"> • Make up to \$800 per week- possibly more with Specialty Camps! • Many positions start at \$14 or more per hour • Incentives include refer a friend, commitment prizes, and summer rewards program • Camp Staff have consistent schedules with summer evenings and weekends free
POSTING DATE	February 21, 2025
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services/ HAWK
EMPLOYEE GROUP	Temporary
START DATE & WORK SCHEDULE	May 2025 Monday- Friday, 35+ hours per week. Must be able to work the entire camp season. May- August 2025
PAY RATE	\$16.00 - \$18.50 DOQ
PREVIOUS WORK EXPERIENCE	Experience working with and/or supervising children required. Education classes or experience in camp, youth programs, recreation, working with children, or in a related field. Experience working within arts-based programming a plus (Visual Arts, Dance, Theatre, Music).
EDUCATION:	High school graduate required plus some college experience preferred.
SPECIAL SKILLS & TRAINING	Must be at least 18 years old. Upon hire, completion of First Aid and CPR certification. Ability to work as a member of a team and accomplish tasks with little direct supervision. Strong organization and communication skills. Ability to work with individuals of all ages as candidate will interact regularly with camp staff, young campers and their families. Patient, diplomatic, dedicated and energetic for maximum leadership and effectiveness. Attention to detail and timely attendance. Candidates must have valid driver license and a working phone.

	<p>Program Development:</p> <ul style="list-style-type: none"> • Under the direction of the Farmington Hills Special Services Cultural Arts camp leadership team, aid in implement diverse and engaging camp programs that align with the City's mission and values. • Assist in the logistical preparations leading up to the camp season including but not limited to organization, training development, administrative duties, and facilities management • Aid in coordinating activities and events as needed to enhance the overall camp experience for campers and fellow camp staff. • Fill in for staff when necessary. • Maintain accurate program records • Other duties as assigned. <p>Staff Relationships:</p> <ul style="list-style-type: none"> • Assist with training of all camp staff • Foster positive relationships and with staff and campers, encouraging camaraderie and teamwork. • Act as point person for camp staff needs throughout the day to day including but not limited to assisting with supervision as needed, escorting campers to different areas of the building, delivering rosters or other materials, attending Friday performances. • Provide mentorship, guidance, and ongoing support to ensure a positive and collaborative camp environment. • Other duties as assigned. <p>Supervision and Safety:</p> <ul style="list-style-type: none"> • Implement and enforce safety protocols and procedures to create a secure and healthy camp environment for staff and campers. • Monitor camper well-being, address any concerns promptly, and collaborate with necessary staff. • Lead camp check-in and check-out each day. • Other duties as assigned. <p>Communication:</p> <ul style="list-style-type: none"> • Maintain open and effective communication with campers, families, and fellow staff. • Promptly report any incidents, concerns, or noteworthy achievements to supervisors. • Handle and address inquiries, feedback or concerns from families and stakeholders. • Other duties as assigned.
BASIC RESPONSIBILITIES	
HOW TO APPLY	All candidates must complete an online application . Please create an account and submit online for consideration.

EQUAL OPPORTUNITY EMPLOYER