



Title: SUMMER COP ESD Camp Coordinator
Reports to: MiSTEM Director

FLSA: Non-Exempt
Updated: January 2025

Position Summary

The COP ESD Summer Camp Coordinator will oversee the day-to-day operations of a summer camp program, ensuring a safe, engaging, and organized environment for all students. The Coordinator will manage logistical details, student support, teacher support and communication with parents and staff. The role requires an individual who is proactive, detail-oriented, and dedicated to creating a positive experience for all students.

Principal Duties and Responsibilities

(Essential functions in terms of the Americans with Disabilities Act)

- **Manage Registration and Rosters:** Ability to manage and oversee camp registrations and rosters, including coordinating enrollment processes, maintaining accurate participant records, and ensuring timely communication with campers, families, and staff.
- **Student Check-In and Check-Out:** Ability to manage the daily check-in and check-out process for students, ensuring accuracy and safety.
- **Meal Coordination:** Ability to set up breakfast, snacks, and lunch, including picking up and returning meals from Onaway Schools. Maintain official school lunch data requirements.
- **Attendance Management:** Ability to use camp software to document student attendance, student and parent notes and send out camp reminders.
- **Parent Communication:** Ability to work with parents on communication questions and address any concerns promptly.
- **Student Supervision and Safety:** Ability to maintain constant supervision and ensure the safety of all students, including on field trips and during camp activities.
- **Support for Teachers and Students:** Ability to assist teachers with student issues, provide additional support for students with medical or special needs, and ensure all students have a successful camp experience.
- **Surveys and Feedback:** Ability to conduct end-of-camp surveys to gather feedback from students and parents for future improvements.
- **Camp Documentation and student materials:** Ability to work with COP ESD staff to prepare certificates. Organize student bags and camp t-shirts at the end of the camp, and take photos throughout the camp to document the experience. File photos for social media release.
- **Field Trip Coordination:** Ability to attend and supervise students on field trips, ensuring all logistical and safety requirements are met. Communicate with business and busing needed for trips.
- **General Camp Operations:** Ability to work closely with camp staff to ensure the smooth operation of daily activities, including meal service and special activities.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Preferred Employment Qualifications

Education: Minimum of two years of experience working with children in an educational or recreational setting.

Experience: Proven experience working with children.

Certificates, Licenses, or Registrations: Current Michigan Teaching Certificate and/or relevant industry

credentials preferred. CPR/First Aid Certification required.

- Passion for mentoring and guiding students in their career exploration journey.
- Strong organizational and communication skills.
- Ability to work collaboratively with industry partners, students, and colleagues.

Other Knowledge, Skills, and Abilities: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required:

1. Ability to maintain confidentiality with staff and sensitive information.
2. Ability to communicate in a clear, concise, professional manner in both oral and written communications.
3. Knowledge and proficiency in the Microsoft Office Suite and Google
4. Ability to effectively manage multiple tasks to meet deadlines.
5. Ability to work as part of a highly motivated, interdisciplinary team.
6. Ability to consistently and reliably perform all duties of the position.
7. Timely, regular and consistent daily attendance is required.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time and manually move, lift, carry, pull or push heavy objects or materials. There is stooping, bending and reaching. Close vision is required to perform computer related tasks.

Work Environment: The program takes place in both indoor and outdoor settings, including classrooms, workshops, and construction sites. Involves working in various weather conditions, depending on the program's schedule and activities

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Terms of Employment

Employment Term: Temporary, Grant funded contracted position. 7 weeks (June 15 - July 31, 2025) with on site responsibilities at the Industrial Arts Institute, Onaway. Some weeks may include adjusted schedules with fewer class days due to holidays or special events. Additional preparation hours are available in May and early June, along with post season time allocated for data collection and completion of reporting requirements.

Class Schedule: Typical schedule Monday - Thursday, 9:00 AM - 3:00 PM, 3 Friday business immersion trips
Additional hours as needed.

Compensation: Compensation: \$30–\$40 per hour, commensurate with education and experience

Application Deadline: Open until March 1, 2025, or until filled

Application Procedure: Qualified Applicants may apply in **hard copy** with a Resume, Application (found on the COPESD website) and Credentials to:

*Laura Percival, NEMiSTEM Director
C.O.P.E.S.D.
6065 Learning Lane
Indian River, Michigan 49749
Fax: (231) 238-8551
Email: percival@copesd.org*

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship. Employment in support staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is covered by the current COP Support Staff collective bargaining agreement and board policy.

This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.