Position: Day Camp Coordinator
Purpose: To support counselors with clear expectations, schedules, and solutions so they can best care and provide a safe, friendly, organized, and fun environment for all campers and staff.
Reports to: Program Director
Employment Dates: May 22-July 17, 2027

Qualifications:

Required

- Love for kids and the desire and ability to provide safe and enriching experiences for them.
- Mature understanding of leadership, responsibility, and teamwork.
- Ability to work independently with good organizational and time management skills.
- Willingness to cooperate and live intentionally with a team of peers.
- Be a believer in Jesus Christ and have a desire to share the word and love of God with others.
- Commitment to live out the Mission, Vision, and Values of Gilmont Camp and Conference Center.

Preferred

- Experience in leading groups of peers.
- Be at least 20 years of age or older.
- 2 years of experience as a summer camp staff member.
- Be available for a planning period prior to the start of staff training, leadership training, staff training, camps, and an end of camp debrief day.

Essential Tasks

- Walk up to five miles a day (not necessarily consecutively).

Responsibilities:

Personnel Support and Supervision

- Support the emotional, physical, and social wellbeing of counselors and support staff.
- Assist with supervision Day Camp Counselors and other Summer Camp Staff, including:
    - Lead weekly meetings with all Day Camp Counselors to clarify expectations, provide encouragement and guidance, and address concerns;
    - Check in daily to monitor progress and ensure all tasks are being completed at a high standard;
    - Provide constructive, appropriate, and supportive feedback in weekly evaluations and as needed.
- Enthusiastically promote and actively participate in all camper activities and tasks - with the exception of your time off.
- Serve as a positive and encouraging role model to all campers and staff in what you say and do - both during camp and after camp is over.
- Instruct staff and campers in emergency procedures and situations, as needed.
- Welcome and include campers and staff from diverse backgrounds without discrimination.
- Eat breakfast, lunch, and dinner with campers and/or staff.

Program Management

- Coordinate Day Camp Schedules (dish room schedule, evening cabin schedule, and more).
- Ensure Day Camp programs are operating in a timely manner, including overseeing that check in & check out occur in an efficient manner.
- Oversee camp store purchases and T-shirt distribution.
- Be actively present in the daily camp routine by engaging with both campers and staff in a positive manner.
- Assist with coordinating rainy day and/or excessive heat plans.
- Plan and implement evening programs for overnight campers alongside the Overnight Camp Coordinator.
- Assist with daily evening cabin checks.
- Evaluate the structure and impact of Gilmont's Summer Camp programs and provide programmatic feedback to the Program Director.
- Prepare, clean, properly store, and oversee the proper use of facilities, equipment, and supplies.

Standards

- Follow all policies and procedures laid out by Gilmont for both staff and campers. This includes upholding all standards set by the State of Texas and the American Camping Association (ACA).
- Treat others with respect, compassion, and inclusion.
- Welcome and include campers and staff from diverse backgrounds without discrimination.
- Address issues, concerns, or conflicts promptly and respectfully with the goal of problem-solving practical solutions together.
- Report all accidents, incidents, and disciplinary concerns to the Program Director.
- Problem-solve unexpected changes.

Optional

- Serve as a Lifeguard during swim and canoe sessions and assist in keeping track of pool chemicals and cleanliness. Lifeguard Certification required and additional compensation will be provided.
- Oversee Music Team.
- Oversee Media Team.

Gilmont Camp and Conference Center

Mission

Gilmont's mission is to cultivate a safe, sacred space where all are invited to grow closer to God, creation, others, and themselves

Vision

Gilmont's guests will be grounded in creation, filled with wonder, and inspired to glorify God and serve others

Values

Welcoming culture, immersed in creation, wonder-filled play, inspiring stewardship, transforming whole lives