Summer Camp Coordinator

Background:
Christian Youth Theater (CYT), is a National Organization serving thousands of families across the nation.

Basic Function:
Coordinates, plans, and supervises all aspects of summer camps for all ages, including vision, programming, supplies, logistics, and staffing.

Immediate Supervisors: Artistic Director and Managing Director
Give Direction to: Camp Staff

Job Classification / Hours: Hours vary - approximately 20 hours/week on average (summer hours are full-time), Part-Time, non-exempt, hourly employee

Qualifications:

- Must have at least 1-2 years of professional and/or educational experience in leadership.
- Must have 1-2 years of experience with children’s programming and a desire and ability to lead children and adults.
- Must have basic knowledge in musical theater arts training and curriculum development
- Must have experience managing a team of people including setting expectations, training, evaluating results, and providing feedback.
- Must possess the ability to create a vibrant, imaginative, inclusive, and uplifting environment while maintaining excellent quality.
- Must be adaptable and possess problem-solving skills and maintain a professional and positive attitude in all interactions.
- Must be detailed and organized.

Operational Tasks:

- Manages camps@cytsandiego.org email account and customer service phone calls
- Creates and manages camp budget
- Secures and coordinates dates with camp facilities
- Maintains and edits camp webpages
- Interviews, hires, and trains summer staff in conjunction with Artistic Director
- Develops summer curriculum and schedules including: games, workshops, showcase script, etc.
- Orders and monitors camp supplies
- Oversees camp administrative duties and processes
• Evaluates staff and provides feedback

Behavioral Standards:
• Demonstrate an understanding of CYT’s Mission Statement and Values by incorporating them when performing job related tasks.
• Adhere to CYT’s code of conduct.
• Acknowledge CYT’s goal to conduct all business through the lens of strong, moral character and agree to perform all job related duties in support of this goal.
• Ability to work well with other people as a leader and as a team member.
• Maintain the highest levels of ethics and professionalism.

*Christian Youth Theater* develops character and creativity in kids of all ages through quality theater arts training that brings families and communities together while reflecting the Creator.

Interested applicants should email their cover letter, resume, and salary requirements to the Managing Director - Laura Bertagnolli at laura@cytsandiego.org. Ms. Bertagnolli can also be contacted at 619-588-0206 x506 with any questions about the position.

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