



10160 South M-37 Hwy
Dowling, Michigan 49050
Phone: (269) 721 - 8161
Fax: (269) 721 - 1071
www.clearlakecamp.org

Program Coordinator Job Description

Responsibilities:

- Coordinate school visits. You will be the primary contact for schools before and during their stay. This includes contacting schools before the trip, creating the weekly schedule for staff and schools and ensuring the success of each school's trip while on site and maintaining evaluations and records for each school.
- Direct supervision of a team of 12 instructors.
- Participate in Instructor hiring, training, and development. Development includes observations, feedback, evaluation, trainings, and mentoring.
- Communicate effectively and in a timely manner with all support staff as related to school programs.
- Cover staff absences (classes, dorms & health office.)
- Overnight on call duties.
- Maintain program equipment, program areas and curriculum.
- Perform other duties as assigned.

Qualifications:

Required:

- At least 21 years of age.
- A bachelor's degree with course work in education, outdoor recreation, natural sciences, or related field.
- Experience teaching outdoor, experiential or environmental education.
- First Aid, CPR, & Wilderness First Aid certified or ability to become certified.

- Has excellent communication and organizational skills.
- Interacts with OEC staff, visiting teachers and students in a pleasant & professional manner.
- Flexible, patient and has a strong initiative.
- Has a commitment to the mission of the Battle Creek Outdoor Education Center and an ability to implement this mission through OEC programs.
- Must pass criminal background check.

Preferred:

- Administrative and supervisory experience.
- Experience facilitating High Ropes Course & Climbing Tower.
- Lifeguard

Immediate Supervisor: OEC Director

Compensation

\$500 per week depending on experience, approximately 40 weeks of work annually. Full time work spring , summer , fall and part time winter. Shared administrative housing in a house with own bedroom and shared kitchen, living room and bathroom. Meals provided when residential groups are on site. Compensation package worth \$31,000 annually.

Applicants

Cover letter, resume and references should be sent to Amy Cherry, OEC Director

acherry@battle-creek.k12.mi.us or 10160 S M-37 Hwy, Dowling, MI 49050