

## **Teaneck Community Charter School – Job Description**

**Title: Summer Camp Coordinator**

**Reports To: Business Administrator, Lead Person**

### **Job Description:**

- **To oversee and manage the TCCS Summer Camp programs to ensure that a safe, efficient, and worthwhile experience is provided.**
- **Work collaboratively with camp operators and school administration to ensure that all camps are financially stable and self-sustaining.**
- **Communicate with parents and other stakeholders to promote and share information about TCCS Summer Camp offerings.**

### **PERFORMANCE RESPONSIBILITIES:**

1. Serves as the intermediary between camp operators and the business office.
2. Manages camp operators, staff, and volunteers - including occasional on-site supervision of camp operations, as necessary.
3. Creates and implements standard camp policies and procedures for enrollment and operations, which are to be compiled and shared with camp operators.
4. Collects, tracks, and processes payments for enrollment and other camp-related fees.
5. Schedules use of school space to ensure fair and balanced use by various camps.
6. Communicates with custodial staff to ensure that camp-related maintenance needs are met.
7. Ensures that purchases for camp-related orders, trips, and/or other resources and supplies are completed in accordance with TCCS business office standards.
8. Maintains and archives all camp student and staff attendance records.
9. Prepares and submits bi-monthly payroll spreadsheets for all camp employees.
10. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the school administration.

### **Requirements:**

- Certificate, degree, training, or experience related to the task and duties of the job is preferred.
- Complete a state fingerprinting process and pass a criminal background check.

### **Terms:**

- 6 month position (March - August)
- Stipend - \$1500 (to be funded through camp proceeds)