



JOB DESCRIPTION: COMPUTER CAMP COORDINATOR

Objective:

Position is responsible for assisting the Computer Camp Supervisor in the daily operation and administration of Brook School Computer Camp. In this role, candidate will assist in maintaining an organized, welcoming and positive environment through direct communication and support of campers, families, staff members and the leadership team.

Essential Duties

- Assists in the training of the Computer Camp staff.
- Monitors curriculum implementation and classroom-based instruction.
- Available to parents throughout the duration of the program for questions regarding curriculum, organization, behavioral concerns and daily needs.
- Works with Computer Camp Supervisor to analyze data relative to student engagement, enrollment and attendance and aligns program activities accordingly.
- Serves as a liaison between the Computer Camp staff and the Computer Camp office.
- Coaches counselors through side-by-side modeling and by actively engaging in activities.
- Directs morning drop-off and afternoon pick-up.
- Serves as the supervisor's designee at selected functions and attends campus-wide functions
- Prepares, reviews and submits reports and other documents as required by the supervisor.
- Oversees staff and student schedules and staff assignments to meet program needs.
- Keeps appropriate records to include attendance and other recordkeeping activities as necessary.
- Embodies the Computer Camp Supervisor's vision of teaching and learning.
- Assists the supervisor in general administrative operations.
- Advocates and sustains an academically rigorous, positive, and safe climate for all stakeholders.
- Supports the Computer Camp organization, operation, and use of resources.
- Communicates and collaborates effectively with students, parents, and summer programs staff.
- Keeps an accurate inventory of materials and supplies.
- Provides an appropriate administrator with periodic updates.
- Maintains confidentiality in all matters.
- Models nondiscriminatory practices in all activities.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Must possess excellent communication and organizational skills. Must possess leadership qualities and the ability to establish and maintain effective working relationships with administrators, campers, parents, and community based-organizations. Must possess the ability to read and prepare correspondence, reports, forms, research papers, etc., using prescribed formats and conforming to rules of punctuation, grammar and style. Position requires the ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal camp settings, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: As assigned

Supervision Received: Computer Camp Supervisor

Benefits:

- Hourly compensation for up to 8 weeks.
- Professional Development reimbursed upon approval.

How to Apply

- Complete application through the Brooks Summer Programs Portal
- Call (978) 725-6253 if you have any questions.

This job description in no way states or implies that these are the only duties to be performed by this employee. As Computer Camp Coordinator, you will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Auxiliary Programs or appropriate administrator. Brooks School Summer Programs reserves the right to update, revise or change this job description and related duties at any time.

Approval:

Signature

Date

I acknowledge that I have received and read this job description.