Aurora Day Camp and the Sunrise Association

As a proud member of the Sunrise Association, Aurora Day Camp’s mission is to bring back the joys of childhood to children with cancer and their siblings through Day Camp, Year-Round and In-Hospital programs, all offered free of charge. The Sunrise Association is an independent and non-sectarian 501(c)3 nonprofit organization.

Job Description

- Work with CD to train, supervise and motivate staff and volunteers
- Work with CD to plan camp program
- Oversee the day to day camp program, create specialist calendar, trouble shoot scheduling conflicts, and implement themes into all camp programs
- Adhere to camp timeline determined by CD
- Support CD in all planning- including Staff orientations and staff development, open houses, volunteer days, parent orientations, registration, etc
- Organize facility and other equipment at camp site and work with necessary personnel to ensure all program areas are maintained and in working order for the camp season
- Circulate schedules, and memos to Unit Heads, specialists and other staff
- Oversee all special events and camp wide programs
- Oversee specialists and their curriculum
- Supervise all staff and oversee camp in the absence of CD
- Practice and implement safety and health policies and regulations
- Observe and assess camper and staff behavior and apply appropriate behavior techniques
- Assist CD in running daily Round Up in the morning and afternoon
- Assist CD with pre and post camp duties
- Assist CD in carrying out emergency procedures
- Any other responsibilities as assigned by the CD to enhance camp and year-round programming

Qualifications

- Creative, Detail Oriented, Outgoing and Positive
- Exceptional Interpersonal Communication Skills
- Exceptional Time Management Skills
- Has at least 3 years of camp experience as a staff member (including additional camper experience)
- Has at least 4 years of experience working with children of all ages
- Has at least 2 years of supervisory experience

This is a seasonal position that begins in June and ends in late July. Light planning and training will begin in February.