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Program Coordinator

Overview

The Program Coordinator is responsible for the preparation of both Sea Turtle and Guppy Camp's youth, teen, and adult camps. Our program attracts academically strong applicants that are interested in careers in marine science, and they must complete an application process to attend. We are seeking a candidate who is familiar working in a summer camp environment, committed to coastal conservation, passionate about education, extremely quality-oriented, self-driven, and has a vast array of skills and experiences to bring to this position. Our company is located in the beautiful coastal city of Wilmington, NC. This position reports directly to WB Surf Camp's Operations Manager.

Skills & Traits

Minimum Qualifications

- ❖ Minimum of a bachelors degree (masters preferred) in one of the following areas: Environmental Science/Marine Science/Parks & Rec/Business Management
- ❖ 3+ years working in a camp management position
- ❖ Demonstrated leadership in a camp environment
- ❖ At least 25 years of age
- ❖ Must be in excellent physical condition
- ❖ Current certifications: CPR for the Professional Rescuer and First Aid
- ❖ Comfortable with a demanding work schedule during the summer months. The schedule for this position is Wednesday-Monday from mid-June to mid-August with no scheduled vacations
- ❖ Strong communication, decision making, logistical, and organizational skills
- ❖ Excellent written and oral skills
- ❖ Proven ability to effectively manage and organize students and staff
- ❖ Able to pass a government background check
- ❖ Clean driving record
- ❖ High level of competence in Word, Excel, and Outlook

Desired Skills

- ❖ Master's in marine biology or environmental science/education related field
- ❖ Wilderness First Aid Certification
- ❖ American Red Cross Lifeguard Certification
- ❖ Experience working with sea turtles
- ❖ Familiarity with southeastern marine ecosystems and organisms
- ❖ Environmental education certification or teaching credential
- ❖ Bilingual – English and Spanish
- ❖ Extremely professional phone manner and customer service skills
- ❖ Well-spoken with a professional demeanor
- ❖ Team player with a positive attitude, even with things are not going according to plan
- ❖ Outgoing and comfortable talking to people with whom you are not familiar
- ❖ Must have your own reliable vehicle
- ❖ Must be able to drive a 15 passenger van
- ❖ Must be able to lift and carry items up to 35 pounds outside during the heat of the summer

Principal Responsibilities

During the summer months, we will have up to five programs, both day, overnight, and travel, taking place simultaneously. We have approximately 15 staff who are working as camp instructors, counselors, and educators. Our Topsail Island based programs are run by two separate teams led by a Director, Assistant Director, and a Marine Educator. Each travel program and scuba specialty is led by two trip leaders.

For the remaining nine months of the year, our year round staff is responsible for making preparations for the next season of camps, which includes logistical arrangements, updating and creating new marketing materials, and talking to prospective clients about our programs. It is also during this time that new program development takes place. Preparations are also made for school groups interested in coming during the non-summer season.

The Program Coordinator's responsibilities are listed below but may not be limited to this list.

- ❖ Ability to help manage an administrative and operations staff
- ❖ Coordinate all logistics for all programs, including lodging, transportation, meals, activities, and community service
- ❖ Maintain open line of communication with Sea Turtle Camp partners
- ❖ Foster a strong relationship between our company and the Karen Beasley Sea Turtle Hospital.
- ❖ Prepare itineraries for all overnight programs
- ❖ Prepare room rosters for all overnight programs. This requires communication with housing for all camp locations
- ❖ Complete Director's Binders for all programs
- ❖ Inventory and purchase food for all local overnight camps
- ❖ Oversee & help with preparation of all materials and supplies needed for all camps including sampling gear, rashguards, t-shirts, medical supplies, etc.
- ❖ Facilitate camp checkins and checkouts on Topsail Island
- ❖ Ensure that staffing needs are met for each overnight camp on a weekly basis, including intersession arrangements
- ❖ Participate in weekly check in and check out meeting with Camp Directors
- ❖ Ensure that all seasonal camp staff receives ongoing support for any logistical questions or concerns
- ❖ Effectively communicate with parents and participants regarding scheduling and requirements of program
- ❖ Communicate with parents before, during, and after camps have ended
- ❖ Ensure that accurate registration, attendance, and participation records are maintained
- ❖ Financial spreadsheet planning with the ability to analyze costs and manage efficiencies
- ❖ Create, plan, and budget new summer camp adventures.
- ❖ Provide information over the phone to prospective clients about our programs
- ❖ Assist with general office duties such as answering phones and taking lesson reservations

Compensation

The salary for this position will be based on the candidate's educational background and work experience. The additional benefits for this position are stated below.

- ❖ \$125 per month towards health insurance.
- ❖ Five days of paid time off available after September 15th. Vacation cannot be taken on-season.
- ❖ The following paid holidays will be available after your first summer season: New Years Day, Good Friday, Thanksgiving and the following Friday, Christmas Eve, and Christmas Day.
- ❖ Complimentary surf instruction.
- ❖ Discount on gear and apparel.

About Sea Turtle Camp:

Sea Turtle Camp was created to immerse teens in the field of marine biology and empower them to be proactive and take ownership of their environment; we develop focused, responsible, independent individuals who know how to have fun while being stewards of the ocean. While we can't solve all the world's problems, we know that one person can make a difference, and a camp full of eager knowledge-hungry teens can make a huge difference.

One of our goals is to share our passion for life and teach young adults how to mold that into a selfless, hard working, team of individuals that can recognize problems and work towards solving them. Through our grass roots approach, we strive to show teens a wide variety of possibilities at a time in their life when they have many potential roads to follow. In so doing they will learn about the rewards of selfless giving in their community, gain exposure to other cultures, and experience different career paths.

Contact

To learn more about positions with Sea Turtle Camp, please contact our Operations Manager at jobs@seaturtlecamp.com.