



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



## Job Title: **Stay Over & Support (SOS) Coordinator**

Reports to: Camp Director, Management on Duty

### Position Summary

The SOS Coordinator assumes a primary leadership role on the weekends and support to senior leadership, staff, health care staff, and campers during the week. This position will reside in the Health Lodge and requires weekends (with time-off allocated during the week).

### Essential Functions

- Fulfill the roles of the Counselor Coordinator and Program Director for Stay Over campers and counselors
  - Gather campers and conduct roll call and orientation for Stay Over campers after the bus departs on Saturday
  - Provide safety and welfare for all campers in your care during stay over weekends
  - Manage behavioral concerns and assist counselors in setting the standards for a safe, friendly, and fun cabin dynamic within the group
  - Plan and conduct all activities within the outline of the stay over schedule, taking into account the age levels of the group, staffing, and safety.
  - Work to keep stay over cabins neat and clean with the participation of campers and assure cabins are ready for next session
  - Assist in moving campers to and from stay over cabins
  - Responsible for introduction of all stay over campers to their new counselors at the start of registration day on Sunday.
  - Coordinate and complete stay over laundry for campers that stay 3 or more weeks.
  - Manage and monitor phone time for campers during the weekend. Ensure collection of all devices when outside appropriate time as indicated in the stay over schedule.
- Work in coordination with the Management on Duty to properly prepare and serve meals for Stay Over campers, taking special care of people with allergies or dietary restrictions.
- Work in coordination with the Program Director and Counselor Coordinators to determine staffing needs; assign Rover staff to assist in various program areas or other support roles; fill in for various roles as needed.
- Possess sufficient skill and knowledge at each Program Area so that you may help campers to participate safely (This may be acquired during pre-camp Staff Training).
- Assist Health Care Staff in administrative duties, orienting campers to the health lodge, and acting as a liaison between nurses, staff, and campers, which may include helping to monitor camper/staff health and injuries, or locating campers.
  - Train in new nurses weekly, including navigating the Camp Minder system and acquainting them to the Health Lodge
  - Orient campers to the health lodge and being "Safe and Healthy Campers" on check-in day
- Act as an intermediate level leadership position through general face-time around camp, building strong and supportive connections with campers, staff, families, and management.
- Assist senior leadership (CC, PD, LDPD, AD, CD, ED) with administrative, cabin or program support tasks as needed (i.e. print address labels, help a homesick camper, lead a trail ride, etc.)



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



- Clean, organize, and coordinate Lost & Found.
- Attend and participate in weekly MGMT meetings when available. Attend staff circles, in-service, or other staff meetings when schedule allows.
- Drive as assigned on the Long Drives Schedule and as needed for a clinic driver.
- Commitment to carry out all assigned activities including but not limited to: Campfire Programs, Grace, Flag Raising/Lowering, afternoon announcements, Cabins Quiet, POD, etc.
- Strive at all times to work as a team with the rest of the Camp Olson staff to provide the greatest possible camp experience to ALL campers EVERY week.
- Cooperate amongst all levels of staff and be flexible to special assignments.

### Responsibilities of All Camp Olson Staff

- Follow all policies as outlined in the Staff Manual
- Aids in the development and education of Leadership Development Program participants
- Maintains positive working relationships with campers, parents, and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to all cultures
- Maintains the cleanliness of their living space (and communal living space) to which they are assigned
- Cares for and maintains any program equipment, supplies, and spaces they use (including program areas, staff lounge, costume closet, keys, etc.). Any observed risks or facilities in disrepair must be immediately reported to the Maintenance or Management Team.
- Assist with other job duties outside the normal scope of their job description or contract to ensure that programs run smoothly and safely, or is deemed necessary by the Camp Director.

### Work Environment

Camp Olson YMCA is located in the rural community of Longville, 3.5 hours north of the Twin Cities Metro area. Our property holds over 1,350 acres of pristine forests, lakes, fields, and trails. Our rustic cabins are ideal for small-group living.

This position works Wednesday noon through Tuesday noon is provided with one night off from 6:00pm through midnight, and one afternoon block per week. Additional time off can be designated as needed with the Camp Director. The SOS Coordinator will reside in a private room in the Health Lodge and will share an office space in the Program Office.

The physical and emotional demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Capable of maintaining effective physical, mental, emotional and social interactions in our group-based, youth centered and community living program.
- Willingness to live in a camp setting, work irregular hours, with daily exposure to the natural environment.
- Visual, auditory, physical, and decision-making ability to calmly and effectively identify and respond to various hazards or emergencies.



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



## Qualifications

- Understanding of the mission and goals of Camp Olson and an appreciation for living out of doors.
- Ability to relate to and work effectively with a diverse staff and camper population for the fulfillment of YMCA goals.
- Experience working with a range of ages from diverse backgrounds, from our youngest campers to our adult nurses and parents.
- Experience in leadership and working as a team.
- Ability to problem-solve; adaptability.
- Possess sufficient skills and knowledge of camp health care, computer technology and systems, kitchen and meal prep, and program areas (Training provided).
- Must be at least 19 years old, with a valid Driver's License.
- Certification in CPR, First Aid, Lifeguarding or ability to obtain.

## Benefits

- Competitive salary with opportunities for bonuses based on experience and certifications.
- Room and board are included.
- Staff lounge with wireless internet and full kitchen available.
- Opportunities for professional training and certifications.
- Professional discounts through the ACA and ExpertVoice.