



Job Title:	ACTIVITIES COORDINATOR
Location:	Mount Gilead, OH
Job Class:	Full Time, Year-Round, Beginning January, 2019
Reports to:	Program Coordinator
Team/Function:	Program Team

ACTIVITIES COORDINATOR

As the **Activities Coordinator**, you will make camp programs a reality by focusing your efforts on our nine key activity areas and special programs. You will creatively plan outcome-based activities that are adapted to the medical, psychosocial and developmental needs of our campers. You are excited to take on every task from ensuring our programs meet specific criteria and standards set by the SeriousFun Children's Network and the American Camping Association to ordering and inspecting our equipment and supplies. You will work cross-departmentally to secure that we have certified staff and volunteers to execute your program plans as well as working independently to ensure our activities are safe and fun.

The Activities Coordinator will oversee every aspect of activity area operations. The ideal candidate will have experience working in a camp setting, have supervisory experience and be willing to obtain a myriad of certifications and trainings related to our adventure activities (archery, high ropes, waterfront) and provide basic medical or behavior support.

Team / Function Overview:

The **Program Team** makes camp a reality by designing & implementing outcomes-based programming that is developmentally and physically adapted. They ensure a safe environment through meticulous emergency/risk management planning. The program team builds the camp community of adults needed to serve campers by recruiting, selecting and supporting qualified volunteers and seasonal camp staff.

Responsibilities:

Camp Activities Leadership

- Oversee innovative and safe programming.
- Supervise activities staff and volunteers.
- Provide supplies and equipment for all of camp's activity areas including Aquatics, Waterfront, High Ropes, Nature/Discovery, Arts & Crafts, Archery, Sport Court, Spotlight, Canines, Clubs, Outpost Camping, "GollyGoops Groups" and snacks.
- Coordinate with Camp Operations leadership to adapt programming to meet medical, environmental and staffing variables. Create innovative ways to provide inclusive and safe camp programming.
- Create intentional activity plans including rain plans. Communicate plans and activity changes before and during camp sessions to staff and volunteers.
- Manage standard operating procedures for equipment and safety checks. Complete and document checks following all safety guidelines by SFCN, ACA and FHF.
- Ensure activity areas are fully stocked. Manage inventory and coordinate supply requests for designated areas.
- Collaborate with facility, medical, and recruitment teams to safely deliver camp programs.

Staffing, Volunteers and Leadership

- Provide direct supervision to seasonal activities staff and volunteers in high risk areas including Activities Team Leader, High Ropes Manager and Aquatics Manager.
- Manage relationships with donors related to Special Programs including Columbus Blue Jackets Foundation, Joel Slaven and Flashes of Hope. Act as liaison to camp and communicate with professionalism and optimism.
- Manage and coordinate recruitment and placement of lifeguards and other key certified staff.
- Collaborate with the Volunteer Coordinator to place volunteers into appropriate activities based on volunteer certifications and organizational staffing needs.
- Support the Volunteer Coordinator in the recruitment of activities volunteers and outreach to strategic partners.
- Conduct training and skills checks for activities staff and volunteers during seasonal staff training, Volunteer Orientation sessions and other in-service opportunities.

Camp Operations Team

- Live on-site during camp programming; maintain a flexible work schedule throughout the year to provide leadership to camp operations.
- Support Camp Director in grant management, accreditation, criteria processes and maintenance of the program budget.
- Serve as a member of the emergency staffing table.
- Assist staff in implementation of all camp activities, meetings, events, etc.
- Provide inter-session coverage during summer season breaks.
- Assist with shared space programming.
- Demonstrate proficiency in cross training; serve as camp “point person” as needed for staff needs, camp emergencies and security issues.

Required Skills & Experience:

- Minimum 21 years of age
- Bachelor’s degree
- Confidence in public speaking and leading large groups
- Ability to obtain and maintain active certifications and training in designated areas including Lifeguard, CPR, First Aid, High Ropes, Archery and Boating
- Ability to lift 50 pounds
- Ability to effectively lead and supervise seasonal staff and volunteers
- Ability to coordinate and adapt programs for children aged 7-18 years with varying physical and developmental abilities
- Proficiency in Microsoft Office applications

Preferred Skills & Experience:

- Bachelor’s degree in education, psychology, social work, youth development or related field
- 2 seasons of summer residential camp or comparable youth programming experience

Expectations & Requirements for all Flying Horse Farms Staff:

- We live our Core Values. We are each responsible for knowing our values and nurturing our culture.
- We practice Safety First. We are each responsible for knowing and adhering to the policies and procedures as described in the FHF staff manual.
- We See the Best in Each Other. We are each responsible for ensuring our working relationships with co-workers, volunteers, Board members, families, campers and other stakeholders are positive and professional.
- We show up. We are each responsible for our schedules, meetings and any other duties.

Why work at Flying Horse Farms? Quotes from the team:

- *The personally meaningful impact of being a part of a mission-driven organization and creating transformational experiences for campers motivates me every day!*
- *I love the excitement of working during camp sessions and seeing campers soar, conquer their fears and try new things while participating in activities that we've planned, adapted and executed just for them!*

How to Apply:

- Submit a cover letter and resume to careers@flyinghorsefarms.org.

Flying Horse Farms provides magical, transformative camp experiences for children with serious illnesses and their families – free of charge. Located on 200 acres in Mt. Gilead, Ohio, camp first opened its gates in 2010 and hosts about 900 children and families each year.

Flying Horse Farms is the first camp in the Midwest to become a full member of the SeriousFun Children's Network. Founded in 1988 by actor, philanthropist and Ohio native Paul Newman, the Network is a community of independently managed and financed camps and programs creating opportunities for children with serious illnesses and their families. The Network has evolved from one camp to a global community serving one million children and families across five continents.

The children who attend camp have illnesses including cancer, heart conditions, rheumatoid arthritis, blood disorders, asthma, gastrointestinal disorders and facial anomalies.

At Flying Horse Farms, for a weekend or week at a time, being sick takes a backseat to being a kid. And fun is priority number one. Campers participate in activities like swimming, boating, fishing, archery, high ropes and arts and crafts. Campers receive first-rate care at our on-site health center, staffed 24/7 by medical professionals from children's hospitals across Ohio and beyond.

Flying Horse Farms is an ACA-Accredited Camp with the American Camp Association.