



Humane Society of Western Montana

Saving Every Animal. Every Time.

2017 Camp Coordinator Job Description

Dates: May 30-August 4th

May 30- June 9 for training prior to camp start date

June 13-August 4 for 7 weeks of camp (Coordinator and Counselors have the week of July 4-7 off)

Wage: \$11.25/hour, Tuesdays-Fridays, approximately 32 hours/week

Reports to: Director of Programs

Supervises: Camp Counselors

Primary Job Duties:

- Prepare for Camp
 - Create /finalize 7 week camp schedule during training weeks including developing and scheduling art projects, time with shelter pets, games, etc. Confirm with presenters.
 - Inventory camp supplies and materials, ensure camp area is fully stocked for all art projects, cleaning, etc.
 - Prepare t-shirts for Jr. Volunteer and Canine Camps.
 - Email all parents to confirm camp dates, send out reminders, etc.
 - Prepare all handouts, certificates, 'ask me' sheets, 'critter camp cat' tags, Canine Camp handouts, etc. for all camp sessions.
 - Review and update counselor training schedule
- Assist with training counselors
 - Cleaning routines in cat/dog areas
 - Present safety rules/guidelines at the shelter and with animal care
 - Present counselor job description and primary duties stressing expectations, safety and working with parents
 - Orient counselors with camp supplies, sign in/out process, daily camp routine including cleaning, etc.
- Coordinate with shelter PAWS team and volunteers as needed
 - Ensure campers and counselors are aware of every camp cat or dog that gets adopted.

- Work with PAWS team when choosing new camp cats to ensure pets are appropriate for camp.
- Pass on any medical or behavioral pet concerns to counselors and campers.
- Communicate with volunteers regarding camp cats. Cat volunteers become very attached to the cats and can sometimes be overly protective of them. It can be helpful to communicate that cats are doing great, campers helping socialize cats, etc.
- Assist counselors during camp sessions
 - Fully train counselors on all duties and aspects of camp during the first week. Set the tone for a fun, safe camp.
 - Be a third counselor for all camps when for caring/working with pets upstairs: stations for Jr. Volunteer and Canine Camps, caring for cats, prepping dog food and kennels, prepping kong supplies, dog training, taking camp pet photos, etc.
 - Relieve counselors so they can take 30 minute breaks.
 - Prep all supplies for the day for counselors, go over schedule daily.
 - Assist with art projects to ensure safety and that campers take home quality art projects, including baking dog treats, dog paw prints, etc.
 - Properly and safely transport pets to education room for kitten play time or other sessions with shelter pets.
 - Edit, submit and pick up photos at Walgreens each week. Submit receipts to supervisor.
 - Fill and coordinate any last minute schedule changes including changes with presenters, pets, etc.
- Miscellaneous
 - Greet parents during drop off and pick up each day- counselors should also be doing this.
 - Ensure time sheets are submitted on the Friday before each pay period.
 - Ensure counselors are on time each day, being efficient and staying around 32-24 hours/week
 - Keep Director of Programs informed of any concerns with campers, parents or staff
 - Handle camper/parent/staff relations as needed
 - Other duties as assigned by the Director of Programs