



Job Title: **Explorers & Yak Apprentice Coordinator**

Classification: **Seasonal & Off-Season Contractor**

Reports to: **Director**

**Position Purpose:**

The Explorers & Yak Apprentice Coordinator is responsible for managing the Explorers Red (ER), Explorers Blue (EB), and Yak Apprentice (YA) Programs.

**Essential off-season job functions:**

- Attend all scheduled off-season meetings (including Explorers and Yak Apprentice staff interviews on zoom, pre-arranged pre-camp meetings with the Director and Explorers Red, Blue, and Yak Apprentice Staff as needed).
- Help with recruiting the ER, EB, and YA Staff, including interviews.
- ER, EB, YA parent contact
- Review ER, EB, YA registrations and follow up for getting missing IEPs/registration forms completed
- Identifying ER, EB, YA program needs (purchased and created materials, paperwork, etc) and putting in requests
- Liaise with YA Speech-Language Pathologist pre-camp to set a framework for the YA day.
- Create the ER and EB daily schedule based on the General Camp Schedule for lunch, recess, Games, and Cooking classes.
- Create the YA daily schedule based on the general camp lunch, recess, and Cooking class.
- Plan the YA curriculum for 2 daily 30-minute sessions based on the registrants abilities and needs. (These are the 2 sessions a day that the YA Coordinator will teach during camp).

**Essential seasonal job functions:**

- Attend all dates on Camp Yakety Yak Calendar, related to seasonal camp session(s). Typically, staff hours are from 8:00-4:00pm for Coordinators (40 hours/week), some flexibility is possible with pre-authorization from the Director.
- Managing the ER, EB, YA Program and be the point person for parent contact.
- Direct supervisor for ER, EB, YA staff and volunteers.
- Liaise with nurse for ER, EB, YA camper/apprentice needs.
- Decisions regarding ER & EB campers and who can be pushed out into Gen camp (the "Bridge" campers) and create their schedules based on camper need and 1:1 resources.
- Monitor daily "My Day at Camp" forms for ER and EB and make sure they are going

home with each camper each day with appropriate information.

- Make daily phone calls to ER, EB, YA parents regarding safety and/or health concerns.
- Make decisions regarding whether camp can meet the needs of campers prior, or during camp sessions, report to the Director for final decision.
- Monitor and facilitate weekly entries from all relevant staff on the “Camper Participation Report”, review and finalize and then send home at the end of the campers time at camp.
- Collaborate with Camp Director and other camp professionals any areas of concern relating to individual camper and camper team learning, communication, social-emotional skills and behavioral needs
- Contribute to ensure ER, EB, YA campers, graduate students, and SLPA students are properly supervised at all times
- Mentor assigned staff members including SpEd Teacher, SLP, SLPA, and any other staff assigned to ER, EB, and YA.
- Monitor EB, ER, and YA lesson planning, instructing and data tracking.
- Manage a budget for ER, EB, YA purchases
  - Purchase supplies for class on the CYY Amazon Account or put in a request to the Director for a purchase from other vendors or stores
  - Retain and submit all receipts to Camp Operations Director
- Maintain high standards of health and safety in all activities for campers and staff
  - Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with Camp Nurse and/or Camp Director when appropriate.
  - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Camp Operations.
  - Follow and uphold all safety and security rules and procedures as outlined in the Camp Yakety Yak Staff Policies & Procedures Manual.
  - Report any property damage or safety concerns to the Camp Director immediately.
- Represent the camp when interacting with parents or community members.
- Daily, end of day check in with Director
- In the absence of the Director, will step in as person in charge.

**Qualifications:** *(Minimum Education and Experience, Knowledge, Skills and Abilities)*

- Group Instructional Experience
- Special Education Experience with 12-22 year old individuals
- Masters degree preferred
- Ability to work within a budget
- Excellent communication skills
- Google Suite proficiency
- Pass a criminal history background check and reference check
- Health insurance coverage is required for all staff at Camp Yakety Yak

Heather Eason, Director: \_\_\_\_\_ Date: \_\_\_\_\_

Hiree Name : \_\_\_\_\_ Date: \_\_\_\_\_

Hiree Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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