



Job Title: **Buddies/Buddies Bridge Coordinator**  
Classification: **Seasonal & Off-Season Contractor**  
Reports to: **Director**

**Position Purpose:**

The Buddies/Buddies Bridge Coordinator is responsible for managing the Buddies and Buddies Bridge Programs.

**Essential off-season job functions:**

- Attend all scheduled off-season meetings (including Buddies/Buddies Bridge staff interviews on zoom, may include graduate SLP student and SLPA student university meetings on zoom, and any pre-arranged meetings with the Director).
- Help with recruiting the Buddies/Buddies Bridge (B/BB) Staff, including interviews.
- B/BB parent contact
- Review B/BB registrations and follow up for getting missing IEPs/registration forms completed
- Identifying B/BB program needs (purchased and created materials, paperwork, etc) and putting in requests
- Liaise with PSU and Pacific for SLP and SLPA grad students (Director will hand this off once grad students are assigned in the spring)
- Coordinate SLP and SLPA grad student pre-camp training materials (already created, just need to be emailed out to students and monitor that there is a comment for each training slideshow from each student)
- One evening zoom meeting for PSU SLP Grads and PSU SLPA, and one for Pacific Grads

**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 B/BB Program parent contact
- Direct supervisor for B/BB SLP, SPED Teacher, any other B/BB staff, B/BB Grad Students, B/BB SLPA students
- Liaise with nurse for B/BB camper needs
- Create and implement a Buddies Class schedule and individual schedules for Buddies Bridge campers
- Decisions regarding B/BB 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 are going home with each camper each day with

appropriate information

- Make daily phone calls to 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
- 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
- Ensure 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 Buddies/Buddies Bridge
- Monitor Buddies/Buddies Bridge lesson planning, instructing and data tracking, as well as other clinical skills training/tracking
- Manage a budget for Buddies/Buddies Bridge purchases
  - Purchase supplies for class on the CYY Amazon Account or put in a request for a purchase from other vendors or stores
  - Retain and submit all receipts to Camp Operations
- 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.
- Represent the camp when interacting with parents or community members.
- Daily, end of day check in with Director

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

- Group Instructional Experience
- 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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