

Operations Coordinator at Outdoor Adventure and Mythology-Based Summer Camp

Title: Operations Coordinator

Employment Status: Exempt/Seasonal

Company Summary:

Plato Learning operates outdoor mythology-based day camps for kids ages 7-15. We create a world where monsters, myth, and magic transport kids out of the mortal realm into one where they are empowered to develop new skills, take risks, solve problems, and ultimately become Heroes. With seventeen locations spanning from NYC to California, Plato Learning uses actors, live-action role-play, and physically and mentally engaging activities to bring myths to life.

Job Summary:

We are hiring an organized, energetic leader to serve as outdoor Operations Coordinator at several locations.. Operations Coordinators maintain first aid responsibilities and all the material resources for camp, keeping the adventure running safely and smoothly for all 'demigod' campers and staff.

Job Responsibilities

Materials and Storage Management.

- Responsible for ordering materials and maintaining camp materials inventory.
- Consolidate materials needed for every part of camp and re-organize supplies weekly.
- Orchestrates campsite set-up and break-down in public parks. Delegate responsibilities to fellow staff members.
- Maintain a storage van or unit for our camp location and implement an organizational system so that materials may be consistently accessible.
- Organize your storage space with staff accessibility and ease of use in mind.

First Aid Responsibilities

- Keep the health area clean and well-stocked for any camper injuries.
- Swiftly administer first aid to any of our campers and staff members as needed so they can return to adventuring after a mishap, with a child-friendly and personable demeanor and verbal style.
- Have or be prepared to obtain company-designated advanced first aid certifications before the start of training week, as arranged by the company.

Implement Safety Policies.

- Prepare camp and staff for inclement weather or issue camp-wide emergency alerts when necessary.
- Run safety drills on a weekly basis
- Remain cool, calm, collected in an emergency.
- Make medical and safety related emergency response calls to officials or first responders.

Build Partnerships.

- Work with outside vendors, park officials, indoor location reps, and park goers to make camp run like a well-oiled adventure
- Treat the indoor and outdoor spaces we share with the utmost care.
- Task staff with setup/breakdown tasks.

Resource for Parents.

- Manage camper material distribution for late registered campers, including additional purchases or replacements for lost/broken materials (camp t-shirts and foam swords).
- Understand the merchandise lineup and policies to fulfill camper and parent needs, and customer service inquiries.

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Steel your Resolve.

- Our camp is an energetic **all-outdoor** environment that requires staff and campers to embrace exciting challenges.
- We are looking for courageous individuals excited by adventure, and who do not shy away from responsibility and physical exertion, even during the heat of summer or a rainfall.
- An Operations Coordinator will spend most of their day on their feet and walk anywhere from 15,000-18,000 steps/day on the job, across changes in elevation and varying terrain.

Rise to the Challenge.

- Resolve conflict and manage camper behavior in a constructive, uplifting, and non-punitive manner that redirects to engagement.
- Prove your efficacy through action: be prepared to handle challenging situations with kindness and readiness to help.
- Whether it is helping support a counselor whose group needs extra help, or helping staff do a final clean sweep of the grounds, the Leadership Team cares for the campers and their team through service-leadership.
- All Camp Leadership team members are ready and willing to cover a camper group when necessary

The Hours:

- **Remote** training and pre-season work from April-May
- Facilitate In-Person Training days prior to program start. 40-45 hours/week in-person at your camp location for program's weeks.
- Camp Schedule: 8:00am-4:30pm; Monday-Friday (Campers present 8:45-4:10)

What skills are we looking for?

- Experience working with children ages 7-11 camps, schools, after school programs/structured capacities
- Leadership Experience – previous Operations experience a plus
- Strong organizational, problem-solving, communication, initiative, and procedural skills
- Ability to maintain stamina, endurance, and excitement over the course of the Camp Season

- Full-time availability in Summer
- In a team, able to lift 25-50 lbs of camp materials without injury
- Valid Driver's License and comfortability driving a 9-foot sprinter van (preferred)

We would like to put forth this statistic. While men apply to jobs when they meet an average of 60% of the requirements, women and other underrepresented people often only apply when they match all criteria. Even if you don't meet every checkbox in the job description, but you think you have what it takes, we encourage you to apply.