



**Summer in the City
CAMP MANAGER
Job Description**

About Summer in the City

Summer in the City (SITC), a ministry of St. James Episcopal Cathedral, is a non-residential day camp in the summer for 35 campers 8-13 years old from different parts of the City of Chicago. SITC is an adventure and art camp allowing Chicago youth to discover treasure in their city, themselves, and others.

Position Summary

The SITC Camp Manager is responsible for creating a safe and smoothly operating summer camp. A strong relationship with camp staff, volunteers, vendors, community partners, families, and St. James Cathedral staff is vital to the success of this program. The SITC Camp Manager executes many aspects of the camp's most important functions, including trip and activity planning and preparation, record keeping, and regularly communicating with counselors, junior counselors, and families. As a youth development camp, the SITC Camp Manager is expected to lead a team that values hard work and integrity. The Camp Manager is required to attend training and be available for the entire camp as well as advance planning meetings with Cathedral staff. Within the SITC team, responsibility for the staff and children's safety rests with the Camp Manager.

Applicants must be available the following dates:

- June 25th – Family Day (meet campers & complete necessary paperwork)
- July 18th – 22nd – Staff Training and Camp Preparation
- July 25th – August 5th CAMP!
- August 7th – SITC Sunday

Essential Responsibilities

1. Camp Safety:

- Maintain the safety of campers and the camp environment
- Ensure camp rules are followed and the ethos and values of the camp are understood
- Supervise and mentor camp staff and volunteers
- Correspond with vendors, organizations, transportation providers and guest artists, and function as liaison between contract artists, camp staff, volunteers, and parents
- Supervise camp attendance-keeping, file reports, collect daily attendance sheets, ensure accurate counts, and file incident reports
- Supervise and manage two camp counselors
- Ensure the smooth running of the camp schedule day-to-day

2. Scheduling:

- Assist the Associate for Outreach to coordinate daily and weekly schedules for a week of training and the duration of camp
- Work directly with transportation vendors to ensure transport throughout camp
- Supervise camp counselor attendance

3. Classroom or Child-Centered Responsibilities:

- Assist in multiple aspects of program planning, implementation, and evaluation in SITC within the guidelines of the program's philosophy
- Assure that materials and equipment are available to support planned activities

- Show decisiveness in dealing with child-related incidents; make decisions based on thorough understanding of health and safety policies
- Oversee physical space to maximize independence of children, provide a safe and stimulating environment, enable effective use of space, and provide an attractive and welcoming environment
- Display children’s work in a way that is attractive and informative to visitors and promotes children’s self-esteem
- Alert Cathedral staff to any concerns about cleanliness, needed repairs, or safety
- Enforce safety rules, intervene when children may injure themselves or others, and promptly complete an incident report in the event of an injury involving children or staff
- Practice infection control principles (proper hand-washing, cleaning and sanitizing toys, tables, etc.).

4. Team-Centered Responsibilities:

- Attend all required meetings and events
- Communicate regularly and clearly; advise all staff, vendors, teachers, and volunteers working in the group
- Assist the Associate for Outreach in scheduling and conducting meetings for the purpose of discussing the progress of SITC, the needs of individual children, lesson planning, program evaluation and problem-solving
- Ensure required child/staff ratios are always met

Qualifications

BA in Education or related field and a minimum of one year’s experience working in a leadership capacity with children in group care required. Experience in Youth Development, Education, Social Work, or related field desired. Must be willing to work in a diverse environment and work as part of a team. Background check required.

Additional Skills

- Excellent communication skills, verbal and written
- Honesty, integrity, and commitment to confidentiality
- Imagination and sense of humor
- Proven leadership ability
- Evidence of being a problem solver
- Basic computer skills and familiarity with word processing, spreadsheet, and digital imaging programs (i.e., MS Word, Excel, downloading photos)
- Be able to lift children up to 50 pounds
- Be able to walk, bend, stand, squat or sit on the floor (with children) throughout an 8-hour day
- Be able to walk up and down steps several times each day
- Be able to physically respond quickly in an emergency
- Be actively engaged and involved with children each day, including planning daily outdoor time in all ranges of temperatures or humidity levels, subject to safety guidelines
- Understand the risk of exposure to blood and bodily fluids and use universal precautions in such instances
- Be able to travel to various locations for field trips or outings (on these occasions, public transportation or other acceptable modes of transportation may be employed)

Job Type	Stipend	Estimated days/hours
Temporary, Independent Contractor	\$4,000	18 days / 144 hours

To apply email resume and cover letter to site@saintjamescathedral.org
 Questions contact the Rev. Anna Broadbent abroadbent@saintjamescathedral.org