



Support Coordinator Job Description

Salary Range: \$3,800 - \$4,000/Summer

Dates of Service: Four, 10-day Sessions. June 23-July 3, July 7-17, July 21-31, August 4-14

*Flexible Schedule – Work anywhere between one and four sessions, though full season preferred

Position Summary

Create a culture of joy and acceptance by building relationships and programs that strengthen and support the physical, mental, emotional, and social well-being of campers and staff.

Basic Qualifications

- 🌻 At least 21 years of age *or* enrolled in a post-secondary program with knowledge and skills in one or more components of specific program.
- 🌻 Able to live and work in a fast-paced environment with limited privacy, personal space, or down time.
- 🌻 Able to build compassionate relationships with individuals of diverse backgrounds and personalities.
- 🌻 Able to recognize stressors to well-being and implement self-care strategies appropriate for the setting.
- 🌻 Able to adhere to policies that may be limiting and not necessarily reflect your personal belief system.
- 🌻 Committed and able to serve as a contributing staff team member with the physical, mental, emotional, social, and cognitive abilities required for the rigors of the position.

Essential Responsibilities

- 🌻 **Mission & Values Advancement:** Work in harmony and cooperation with the camp community, integrating the mission, goals, and values into camp culture.
- 🌻 **Well-Being:** Ensure physical, mental, emotional, and social health and safety of all campers and staff through best practices and compassionate relationships.
- 🌻 **Trauma Informed Care:** Work in collaboration with the Support Team to provide Camper Care that focuses on the well-being of campers.
- 🌻 **Camp Leadership:** Collaborate to deliver a high-quality program including Adopt-a-Cabin Supervision Model, Leadership of Communication & Reflection (Co/Re) Group, and office/cabin/program coverage.
- 🌻 **Program Implementation:** Work with the Support Team to provide mediation, prevention strategies, and intervention techniques to staff and campers to address conduct and behaviors that are barriers to positive MESH development. Assist with Calm Down! Program Area as needed.
- 🌻 **Staff Supervision:** Strategize with staff to integrate campers with MESH Challenges successfully into the cabin and program community.

- 🌻 **Licensing & Accreditation:** Enforce and uphold all emergency, safety, and security guidelines, standards, best practices, and procedures as recommended or required by the American Camp Association, Alliance For Camp Health, and Maine DHHS.
- 🌻 **Stewardship:** Maintain a healthy and safe environment through the attention to and care of the facilities, grounds, equipment, and supplies.
- 🌻 **Participation & Representation:** Follow all guidelines, rules, and policies as outlined through training, modeling, verbalization, and written materials and always represent camp positively.
- 🌻 **Team Player:** Show flexibility, provide support, and perform assignments as needed.
- 🌻 Supervise Cabin & Bunkline Specialists in collaboration with Bunkline Director with a specific emphasis on MESH.