

Scheduler Job Description

Job Purpose

To manage and attend to the needs of the camp community, helping sustain a summer camp that builds confidence and fosters a feeling of community among campers and staff while maintaining a high level of safety and professionalism.

Tasks

Scheduling

- Create and manage the weekly schedule of focus areas and the daily schedule of electives (including assigning staff roles, time off, field trips, and substitutions) for approximately 30 staff and 100 campers.
- Manage sign-ups for electives and focus areas
- Ensure that each activity has the required number of properly trained staff
- Ensure that key focus and elective activities are taking place each week
- Coordinate offerings with farm and garden staff
- Collect, manage, and act on feedback from campers and staff regarding elective and focus area choices/content, instructor selection/suitability, etc.
- Work with Directors to provide counselors with opportunities to advance and learn to teach in new areas
- Ensure that staff are receiving adequate time off and rest time

Qualifications

- Good communication skills. Must be able to communicate clearly and appropriately with staff
- Excellent organizational ability. Must be detail oriented and good at remembering information
- Excellent computer skills and familiarity with Excel and spreadsheets
- Self-starter - able to plan ahead and anticipate what needs to be done
- Positive attitude and flexibility
- Willing and able to work long hours, evenings, and weekends while maintaining energy levels