



About Austin Sunshine Camps

Founded in 1928, [Austin Sunshine Camps](#) (ASC) provides FREE overnight camp for youth who qualify for free/reduced lunch or are in foster care. We believe in the power of summer camp, and we believe that your ability to go to camp shouldn't be determined by how much money your family makes.

Camp is held for 4 sessions of 10 days and 9 nights each. Summer staff members live on site for the duration of each camp session. On the afternoon of day 10, after campers have departed, staff members participate in training and camp cleanup, and then have 3 days off before the next session starts, plus an 11 day mid-summer break!

ASC has two beautiful, unique camp locations:

- Located in the beautiful Turkey Bend Recreation Area in Marble Falls, [Lake Travis](#) (LT) offers a rustic setting for up to 55 campers each session, **ages 12-15**. Campers have the opportunity to swim in the lake, explore the hill country, play a variety of sports and games, experience our high ropes course and more.
 - Be sure to watch our [Lake Travis Camp video](#)
- [Zilker Lodge](#) provides an amazing urban oasis for up to 86 campers each session, **ages 8-11**. Campers have the opportunity to explore Zilker Park, canoe on Lady Bird Lake, hike on the Greenbelt, make a variety of crafts, experience our challenge course and more.
 - Be sure to watch our [Zilker Camp video](#)

Program Coordinator (2 at Zilker, 1 at Lake Travis)

About The Role

We are looking for candidates with a strong leadership background, problem-solving skills, experience working with children, meticulous organizational skills, positivity, high energy, and grit!

The most critical role of the Program Coordinator is being detail oriented and being able to focus both on safety and fun in all activities and programs.

As part of the leadership team, alongside the Camp Director, Assistant Camp Director, and the CIT & Collegiate Volunteer Coordinator, Program Coordinators drive camp culture, ensuring we are building an intentional community for campers that is rooted in compassion, and builds a space that is both safe and FUN!

Under the supervision of the Assistant Camp Director, the Program Coordinators oversee implementation of all camp activities and scheduling, and are crucial to our success at Austin Sunshine Camps!

Program Coordinators are the direct supervisors for the counselors in 4-5 cabins (8-12 counselors), conducting frequent observations of staff members' job performance, and providing support and feedback that counselors need to succeed. Program Coordinators assist in addressing escalated camper situations, such as homesickness, and utilize Restorative Practices to resolve conflicts. Program Coordinators work directly with the Camp Director and Assistant Camp Director to ensure that each session's programming is being implemented with the highest quality.

The Program Coordinator's job involves, but is not limited to:

- Planning & Logistics
 - Overall camp schedule:
 - As provided by the Assistant Camp Director, implement the daily and session schedules for campers, cabins, staff members and volunteers
 - Activities
 - Oversee the implementation of daily activities, programs and events
 - Verify that counselors are following their assigned schedule and fulfilling their responsibilities
 - Design the curriculum and organize materials for Team Contests, Tracks and Free Choice activities
 - With the Volunteer Coordinator and the leadership, oversee implementation of evening events

- Leading & Designing Activities
 - Lead morning and evening announcements for campers and staff and transition activities
 - With the leadership team, design and schedule Team Contests, Tracks, Free Choice Activities and other programs for campers to participate in
- Administrative duties
 - Communicate with parents
 - Manage camper mail for your assigned cabins
 - Ensure photos are taken and posted of campers for your assigned cabins
 - Complete incident and behavior reports
 - Track inventory and program expenses
- Oversight and Supervisory Responsibility (for camp staff and campers)
 - Ensure adherence to ASC's Policies, health department, and American Camp Association standards
 - Balance the responsibilities of authority, safety and fun when interacting with staff and with campers
 - Conduct routine observations of staff members and provide feedback
 - Evaluate staff members and provide coaching and tools for improvement
 - Facilitate crucial conversations with staff and campers, as needed
 - Delegate tasks and responsibilities to counselors
- Other duties as assigned

Program Coordinators may also use their work during the summer for college internship credit (and will still be paid at the Program Coordinator rate), and will work with their supervisor to ensure they receive college credit.

Tentative Position Start Date: May 15th **Tentative Position End Date:** August 8th

We're Excited About You Because

- You believe in the mission of Austin Sunshine Camps, and you genuinely want to make a positive, lifelong impact on a young person's life, any of whom could be the next city council member or business owner in Austin
- You are 21 years or older AND have a GED or High School Diploma
- You have strong communication, interpersonal, and leadership skills
- You have at least 2 years of experience with camp, youth development, and/or outdoor programs
- You are able to pass a national criminal background check
- You have management experience

You're Excited About Us Because

- Stipend of \$95.45/day (\$5,250 for full summer), pre-tax, plus all meals/snacks provided while camp is in session
- Free lodging (either at Zilker Lodge or our Lake Travis location), including 4 days off in between camp sessions and an 11-day mid-summer break
- You will not find another job that gives you the opportunity to lead such a diverse group of individuals
- You want to have a memorable summer full of fun, memories, and personal and professional growth

Things To Know

- Grit, resilience and flexibility are absolutely essential for success in this position, and any summer camp position
- Summer camp hours are long, and situations can occur at any time, including the middle of the night
- You will have to work **hard** in this job - probably harder than any other job you will ever have, while balancing many different responsibilities and the needs of many staff members and campers - but if you persevere, you will make a lifelong impact on the lives of campers and staff
- You will encounter trauma during the summer, and you will play a substantial role in helping campers and staff members overcome and process difficulties, and develop resilience and coping skills

To apply, visit <https://ascstaff.campbrainstaff.com/>

We at ASC committed to creating a culture of inclusion and connection. We are able to grow and learn better together with a diverse community of families, campers, staff members, volunteers, and other stakeholders. The collective sum of the individual differences, life experiences, and knowledge we all bring makes us better as an organization. We respect and welcome the unique contributions that you bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.