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STC Residential Camp Program Coordinator *Job Description*

Overview

The Sea Turtle Camp Program Coordinator is responsible for the planning and coordination of Sea Turtle Camp's 13-17 teen NC overnight camp. Our program attracts academically strong applicants who are interested in careers involving marine science, and they are required to complete an application process to attend, which includes academic references. During the summer months, we have three programs running simultaneously with approximately ten staff who are working as leaders, counselors, and educators. Our flagship Marine Biology Adventure and Immersion programs are run by two separate in-field teams led by a Unit Leader, a Camp Counselor, and a Marine Educator. The SCUBA team also has four counselors and partners with a local dive shop. We are seeking a candidate who has professional camp management experience, proven success with program and curriculum development and coordination, is committed to coastal conservation, is self-driven, and is extremely quality-oriented. It is expected that you will also be well-versed in all of Surf Camp, Inc.'s programs.

Skills and Requirements

Minimum Qualifications

- ❖ Minimum of a bachelor's degree (master's preferred) in one of the following areas:
Environmental Science/Marine Science/Parks & Rec/Business Management
- ❖ ~3 years working in a camp management position or equivalent experience.
- ❖ Demonstrated leadership in a camp environment or equivalent experience leading a team.
- ❖ Comfortable with a demanding schedule during the summer with no scheduled vacations
- ❖ Strong verbal and written communication skills, sound fiscal management practices, excellent organizational abilities, and problem-solving strategies
- ❖ Extremely professional phone manner and customer service skills
- ❖ Socially confident, excellent communicator with professional guest service skills
- ❖ Ability to take initiative on program improvements in the off-season.
- ❖ Ability to adequately observe program activities and apply appropriate policies and procedures.
- ❖ Team player with a positive attitude
- ❖ Outgoing and comfortable talking to people with whom you are not familiar.
- ❖ Proven ability to effectively manage and organize students and staff.
- ❖ Must be able to lift and carry items upto thirty-five pounds outside during the heat of the summer.
- ❖ Current certifications: CPR for the Professional Rescuer, First Aid, and Lifeguard
- ❖ Able to pass a government background check.
- ❖ Clean driving record w/ reliable transportation required. Must be willing and able to travel between sites and administrative offices regularly.
- ❖ High level of competence in Word, Excel, and Outlook

Desired Skills & Traits

- ❖ Master's degree in marine biology, environmental science, education, or a related field
- ❖ SCUBA certified
- ❖ Wilderness First Aid Certification
- ❖ Experience working with marine reptiles, marine mammals, or other aquatic animals.

- ❖ Familiarity with southeastern marine ecosystems and organisms
- ❖ Environmental education certification or teaching credential
- ❖ Knowledge of Campsite Management Software
- ❖ High attention to detail and ability to maintain a neat and clean work environment.
- ❖ Energetic, morning person with a positive optimistic attitude
- ❖ Ability to remain focused in a fast-paced, stressful, and noisy environment.
- ❖ Excellent creative and critical thinking skills
- ❖ Ability to accept and give constructive criticism.
- ❖ Willingness to perform tasks outside of job description.

Responsibilities and Duties

Summer Principal Responsibilities include but are not limited to:

- ❖ Coordinate all logistics for all NC residential Sea Turtle Camp programs, including lodging, transportation, meals, activities, and community service.
- ❖ Assist in the implementation of the Sea Turtle Camp seasonal staff training program.
- ❖ Hire and train North Carolina Residential Surf Camp staff.
- ❖ Manage the in-field NC residential Sea Turtle Camp seasonal staff.
 - ❖ Facilitate weekly check-in and check-out meetings with in-field teams.
 - ❖ Ensure that all seasonal camp staff receive ongoing support for any logistical needs.
 - ❖ Fill in when necessary.
- ❖ Assist in the hiring of other departments' staff as needed.
- ❖ Maintain an open line of communication with Sea Turtle Camp partners/vendors.
- ❖ Effectively communicate with parents and participants regarding scheduling, expectations, and requirements of a program in a timely manner
- ❖ Manage data, including itineraries, schedules, room rosters, and Unit Leader Binders for all camps.
- ❖ Build and prepare all Unit Leader Binders and supplemental activities.
- ❖ Oversee preparation and implementation of all materials and supplies needed, including all equipment and merchandise.
- ❖ Ensure all seasonal staff receive ongoing support.
- ❖ Evaluate seasonal staff halfway through the summer season and at the end of the season. Provide them with written and verbal feedback.
- ❖ Ensure that accurate registration, attendance, and participation records are maintained.
- ❖ Manage Sea Turtle Camp equipment inventory.
- ❖ Ensure ongoing support for all Surf Camp Inc. residential programs.
- ❖ Coordinate on-site activities and team-building exercises with the Program Director and Site Director for staff to utilize during residential camps, ensuring the seasonal staff is implementing them.
- ❖ Assist with general office duties for all Surf Camp Inc. programs, such as answering phones, talking with parents about program details, and taking reservations.
- ❖ Maintain on-call duties as assigned.
- ❖ Ability to take over any position on the residential field staff team, if necessary
- ❖ Provide leadership and support to other coordinators.

Year-Round Principal Responsibilities include but are not limited to:

For the remaining nine months of the year, this position is responsible for preparing for the next season of camps. This includes marketing to prospective clients, coordinating camp logistics, new program development, and updating and creating new marketing materials, among other tasks.

- ❖ Assist in maintaining a strong relationship between our company and the KarenBeasley Sea Turtle Rescue and Rehabilitation Center
- ❖ Maintain an open line of communication with Sea Turtle Camp partners.
- ❖ Create and engage opportunities for company growth.
- ❖ Coordinate all logistics for all NC residential Sea Turtle Camp programs, including lodging,

- transportation, meals, activities, and community service.
- ❖ Develop relationships with staff, campers, and clients including previous and prospective clients.
- ❖ Develop team-building activities and games to be incorporated during time spent at our residential campus to be used by all Surf Camp Inc. programs.
- ❖ Prepare detailed itineraries for all overnight programs.
- ❖ Maintain accurate and timely registration, enrollment, attendance, and participation records.
- ❖ Ensure high-quality member-focused programs through innovative program development, evaluations, ongoing training, and professional development.
- ❖ Oversee & help with the preparation of all materials and supplies needed for all camps including sampling gear, rashguards, t-shirts, medical supplies, etc.
- ❖ Manage all storage and organization of inventory.
- ❖ Develop new program activities for already existing programs (beyond the science)
- ❖ Update the current curriculum and develop new curriculum.
- ❖ Researching new program markets
- ❖ Develop and assist with marketing new programs (summer and off-season)
- ❖ Create and update marketing materials, including brochures and emails with the Program Director
- ❖ Maintain social media posts if necessary.
- ❖ Sell Surf Camp Inc. programs over the phone to prospective families.
- ❖ Manage the Sea Turtle Camp database on Campsite.
- ❖ Provide information to the Media Coordinator for marketing posts.
- ❖ Assist in the hiring process and supervision of seasonal field staff including interviewing, training, and management of multiple teams.
- ❖ Assist in developing an intensive staff training program.
- ❖ Assist with general office duties for all Surf Camp Inc. programs, such as answering phones, talking with parents about program details, and enrolling campers.

Compensation

The salary for this position will be based on the candidate's educational background and work experience. 2 weeks of PTO are included with additional PTO as compensatory time, \$225/month health insurance, 6 paid holidays, monetary bonuses, and pro-deal opportunities.

Position Duration

Full-Time year-round benefited position.

About Sea Turtle Camp:

Sea Turtle Camp is a division of our parent company, Surf Camp Inc. Surf Camp Inc. is made up of five divisions: Sea Turtle Camp, WB Surf Camp, Carolina Surf School, Cape Fear Paddleboarding, and Surf Berry. The Sea Turtle Camp Program Coordinator reports directly to the Program Director. Our company office is located in the beautiful coastal city of Wilmington, North Carolina.

Sea Turtle Camp was founded to offer youth the opportunity to learn about marine biology through immersive, hands-on, feet-wet experiential education. Our mission is to cultivate a love and respect for the ocean by building confidence and developing character while inspiring coastal conservation through safety, fun, and learning! Sea Turtle Camp was created to immerse youth in the field of marine biology and empower them to be proactive and take ownership of their environment; we develop focused, responsible, independent individuals who know how to have fun while being stewards of the ocean. While we cannot solve all the world's problems, we know that one person can make a difference, and a camp full of eager knowledge-hungry youth can make a huge difference.

One of our goals is to share our passion for life and teach young adults how to mold that passion into a selfless, hardworking team of individuals who can recognize problems and work towards solving them. Through our grassroots approach, we strive to show campers a wide variety of possibilities at a time in their life when they have many potential roads to follow. In doing so they will learn the rewards of selflessly giving their time and energy to their communities, encouraging volunteer service, and potentially impacting their career paths. Ultimately, we want to raise compassionate awareness and pour our support into our life-sustaining oceans.