



info@seaturtlecamp.com
910.686.4611

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7213 Ogden Business Lane
Suite 214
Wilmington, NC 28411

www.seaturtlecamp.com

STC Residential Camp Program Coordinator *Job Description*

Overview

Sea Turtle Camp is seeking a dynamic and experienced Program Coordinator to lead and manage our teen residential marine biology programs. This position is key to the success of Sea Turtle Camp's 13-17 age group programs, designed for academically motivated students aspiring to careers in marine science. Our participants undergo a selective application process, including academic references, and the camp operates three programs simultaneously each summer, involving 10 staff members.

As Program Coordinator, you will oversee all logistics, staff management, curriculum coordination, and camp operations, ensuring a high-quality, impactful experience for both staff and campers. The ideal candidate is an experienced camp manager with a passion for coastal conservation and marine science, strong organizational skills, and the ability to lead a dedicated team.

Key Responsibilities

Summer Responsibilities (June-August):

- ❖ **Program Coordination:** Oversee logistics for all NC Sea Turtle Camp programs, including lodging, transportation, meals, activities, and community service.
- ❖ **Staff Management:** Hire, train, and manage seasonal staff for the residential Sea Turtle Camp. Provide ongoing leadership, guidance, and support to ensure staff meet the high standards of the camp.
- ❖ **Communication & Coordination:** Serve as the primary point of contact for staff, parents, and partners. Maintain clear, timely communication with all parties regarding schedules, expectations, and logistical needs.
- ❖ **Team Building:** Work with the Program Director and Site Director to coordinate team-building exercises and activities for campers and staff.
- ❖ **Operational Support:** Manage materials, equipment, and supplies for all camp activities. Oversee inventory and ensure that all necessary resources are available.
- ❖ **Staff Development:** Evaluate staff performance midway and at the end of the season. Provide constructive feedback to help them improve.
- ❖ **Crisis Management:** Be ready to step into any role within the camp if needed, providing hands-on leadership during peak periods.

Year-Round Responsibilities (September-May):

- ❖ **Program Development:** Plan for the upcoming camp season, including developing new programs, activities, and curriculum enhancements.
- ❖ **Marketing & Client Relations:** Assist in marketing efforts, including creating promotional materials, maintaining social media, and engaging with prospective clients.
- ❖ **Curriculum & Training:** Develop new curriculum, update existing content, and assist in designing seasonal staff training programs.
- ❖ **Partnerships & Outreach:** Maintain strong relationships with Sea Turtle Camp's partners, including the Karen Beasley Sea Turtle Rescue and Rehabilitation Center.
- ❖ **Administrative Support:** Manage registrations, enrollments, and other office duties to ensure smooth operations year-round.

Qualifications

Minimum Requirements

- ❖ Bachelor's degree in Environmental Science, Marine Science, Parks & Recreation, Business Management, or related field (Master's preferred).
- ❖ 3+ years of experience in camp management or a similar leadership role.
- ❖ Proven ability to manage teams, foster collaboration, and drive program success.
- ❖ Strong organizational skills and attention to detail, with the ability to juggle multiple tasks.
- ❖ Excellent written and verbal communication skills, with a professional phone manner.
- ❖ Strong customer service skills, with the ability to engage confidently with parents, staff, and community partners.
- ❖ Ability to work in a fast-paced, demanding environment, especially during the summer season.
- ❖ Must be able to lift up to 35 lbs and work outdoors in hot conditions.
- ❖ Current certifications: CPR for the Professional Rescuer, First Aid, Lifeguard, and a clean driving record.
- ❖ Ability to pass a government background check.

Preferred Qualifications

- ❖ SCUBA certification and Wilderness First Aid.
- ❖ Experience working with marine reptiles, mammals, or aquatic animals.
- ❖ Familiarity with southeastern marine ecosystems and organisms.
- ❖ Environmental education certification or teaching credentials.
- ❖ Experience with campsite management software (e.g., Campsite).
- ❖ Ability to remain calm and focused under pressure, with strong problem-solving skills.
- ❖ Enthusiastic, positive, and energetic attitude with a passion for marine science and conservation.

Compensation and Benefits

- ❖ Competitive salary based on qualifications and experience.
- ❖ 2 weeks of paid time off (PTO), with additional compensatory time.
- ❖ \$225/month health insurance subsidy.
- ❖ 6 paid holidays and performance-based bonuses.
- ❖ Pro-deal opportunities for outdoor gear and equipment.
- ❖ Year-round, full-time position with benefits.

Position Duration

Full-Time year-round benefited position.

About Sea Turtle Camp:

Sea Turtle Camp, a division of Surf Camp Inc., offers immersive, hands-on marine biology education for youth. Our mission is to inspire environmental stewardship and cultivate a love for the ocean through engaging, educational experiences. Our flagship programs, including the Marine Biology Adventure and Immersion camps, are designed to foster self-confidence, leadership, and a commitment to coastal conservation. By connecting young people with marine science and wildlife, we aim to shape the next generation of ocean advocates.