

**ILISAGVIK COLLEGE**  
**EXTERNAL EXEMPT POSITION DESCRIPTION**

Posting Date: March 27, 2018

Closing Date: Until filled

Title: Job Type:	<b>Allied Health Summer Camp Coordinator</b> Temporary	Number [HR Use Only]:
Department:	<b>Student Success Center</b>	Date [HR Use Only]:
Reports to: Hours: Salary:	<b>Allied Health Program Coordinator</b> 8:30 am – 5:00 pm, 7 days a week with 24/7 on-call schedule during camp sessions (details provided upon hire) <b>\$1,500 per week plus room and board</b>	Approved [HR Use Only]:

**ESSENTIAL DUTIES:**

Develops camp program and schedules, including academic and recreational activities for the students.

Directs camp counselor and student activities during all parts of the camp experience, including issues related to participation and discipline in the dormitories, and maintaining order.

Provides general resource assistance to the camp counselor and students on a daily basis, including advising and personal problem-solving assistance.

Remains with students at all times during work shift and is available on-call to supervise and counsel students and camp counselor 24 hours per day/7 days per week.

Supervises camp counselor and students when on duty.

Responsible for the set-up and take-down of camp.

Assists students and their families with dormitory registration and check-in/out for camp session.

Responsible for the well-being, health, and safety of participants – the participants' safety is the highest priority.

Assists Student Success Center staff with student registration, distribution of materials, and helping students with program assignments.

Provides classroom instruction to students based on developed program and schedule.

Develops and maintains familiarity with the students – with an emphasis on presenting a friendly, positive, proactive, and professional image to the students.

Develops working familiarity with the safe operating procedures and handling of all equipment and materials used in the program.

Ensures students' compliance with Residential Center rules as outlined in the [Ilisaġvik College Student Handbook], including, but not limited to, curfew hours, quiet time, prohibition of alcohol or illegal drugs on premises, signing in and out of dormitory, and visitation hours.

Reviews and records violations using College Incident Report forms to maintain a clear and accurate log of all incidents and documents, and reports all unusual and critical incidents to the Student Success Center Staff.

Drives College van whenever transportation is required for camp program.

Attends staff meetings and/or training sessions to encourage teamwork, strengthen and promote communication, and enhance professional growth.

Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances.

Performs other duties as assigned in order to promote the program's success.

Provides evaluation and review of camps to Supervisor.

**EDUCATION/SPECIAL SKILLS/TRAINING [Required]:**

Associate's degree or equivalent.

Demonstrated practical experience working with youth.

Demonstrated practical experience working with computers.

Demonstrated practical experience working in education.

A minimum of one year demonstrated administrative experience.

Good oral and interpersonal communication skills.

Demonstrated ability to interact effectively in a multicultural environment, including working with groups of diverse ages and backgrounds.

Demonstrated ability to work as part of a team.

Demonstrated creativity, enthusiasm, and motivation.

Ability to maintain confidentiality.

Valid driver's license and the ability to present a clean driving record prior to employment.

Ability to pass a pre-employment background check and drug screen.

**EDUCATION/SPECIAL SKILLS/TRAINING [Preferred]:**

Bachelor's degree or equivalent in a field related to camp content.

Demonstrated staff experience in camp and/or dormitory settings.

Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; ability to interpret and represent College actions and Western institutions to the NSB community.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, talk and hear. The employee is occasionally required to climb or balance, and operate a vehicle.

The employee must be able to lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to work indoors with a usually moderate noise level in the work environment.

This Job Description reflects the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job, is not a contract, and may be modified from time to time. Your signature indicates you have received this Job Description and understand the essential functions and essential qualifications of the job.

Employee Name [Print]: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_