



## YMCA CAMP BELKNAP JOB OPENING: COVID COORDINATOR

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Camp Belknap seeks to fill the full-time summer seasonal position of COVID Coordinator. The primary responsibility of the COVID Coordinator is supporting the Directors in the day-to-day operations of YMCA Camp Belknap which includes data management, program coordination, working with campers, coordinating between Sr. Staff, the Health Center, Facilities and Dining Services. The COVID Coordinator is a key member of the operational team and reports directly to the Co-Director, and will work closely with the Senior Staff, as well as with all levels of campers, leaders, and staff.

In addition, to being a willing steward of Belknap's mission and vision, the ideal candidate will consistently model the following traits: positivity, creativity, trustworthiness, respect for others, kindness, helpfulness, self-confidence, and a strong sense of personal responsibility. The candidate will also be able and willing to work to foster a sense of belonging in our increasingly diverse population, enthusiastically lead and participate in a range of activities that encourage youth development and understand the value of leading by example.

### Communication & Clerical:

- Answer the COVID direct camp phone and either address phone requests or direct to the appropriate person
- Distribute messages to Camp Directors, health team and other staff in timely manner
- Review daily/weekly schedule and communicate with camp staff and Directors on any upcoming needs
- Create, Check and resupply daily screening logs
- Create, Check and resupply update cleaning logs
- Assist in day off tracking
- Provide clerical work or administrative work as required by Directors, medical director, and health team.

### Health Center/Testing support

- Clean and restock supplies
- Be primary support for testing:
- Prepare spreadsheet/database for COVID testing
- Support tracking test results before camper/staff arrival and in camp screenings.
- Generate requested reports from health record and testing accounts
- Liaison to the office

### Program & Leadership Support

- Provide assistance to the Program and Operations Director preparing COVID safe programming
- Communicate and execute any necessary changes related to changes in health status of camp
- Prepare daily and weekly program set up for events with all camp to assist social distancing (assist in setting up sound system, cones for separating groups, etc)
- Fill in as needed to run/execute a program when a leader is unavailable related to health restrictions.

### Supplies and Cleaning

- Restock supplies for cleaning and sanitation for programs and divisions
- Work with Operations Manager to track and order PPE and cleaning supplies as needed
- Restock and assist in order of supplies in health center
- Assist in cleaning as needed in health center and other areas of camp

### Office Support:

- Communicate daily directly with office staff on:
  - Visitors and any changes in restrictions to camp
  - List of campers/leaders on isolation or quarantine
  - Information for or from the health team

- Work with office team to send timely text and electronic notices related to COVID communication to families of current campers
- Facilitate procedures for drop off day

#### Protocol Development & Training:

- Assist in developing procedures and signage
- Train staff during training week and throughout summer as directed by directors/medical team for cleaning, preparation, testing, etc.

#### Transportation:

- If over 21, Drive camp vehicle to pick up or drop off tests, supplies or prescriptions.

#### Other:

- Complete camp errands to neighboring towns
- Under the direction of the Directors or Facilities Director provide tasks such as moving furniture, painting and other odd jobs
- Provide administrative support as directed by Directors

#### **Qualifications:**

- Prior work experience
- Ability to work outside in various climates
- Self motivated with the ability to multi-task
- Ability to work well with others in a summer camp environment
- Driver's License

#### **Physical Demands:**

- While performing this job, employee is regularly required to stand, walk, reach, stoop, kneel and crouch
- Employee must be able to maintain a physically and emotionally safe environment for campers
- Employee must be able to walk entire camp property during day and in dark at night with flashlight.
- Employee must occasionally lift and or move items up to 50 lbs.
- Employee will be exposed to health center conditions, including exposure to illnesses.
- Involves precise use of medical equipment, including but not limited to test tubes.

#### **Belknap Overview:**

YMCA Camp Belknap is a traditional all-boys overnight camp located in Tuftonboro, New Hampshire. Founded in 1903, it is an independent non-profit organization. It is the mission of Camp Belknap to preserve the unique physical and spiritual environment where young men may forever build strong character, self-esteem, individual maturity and community responsibility; to acquire for life the skill of leadership and the value of good stewardship; to honor the history and traditions which are the Belknap experience; and to be a contributing citizen in the community it serves and from which it receives its benefit. Camp Belknap welcomes, supports, and celebrates all boys no matter their economic, ethnic, geographic, racial, religious, sexual, or social identity. We foster inclusivity, compassion, and selflessness and envision a camp where all identities, differences, and experiences are valued.

**Interested Candidates please submit a cover letter, resume and references to [admincb@campbelknap.org](mailto:admincb@campbelknap.org)**