

## Special Events Coordinator

**Summary:** The Special Events Coordinator is responsible for the facilitation of Camp Greenway's special events. This position works with all camp staff to organize and carry out weekly special events. Additionally, the Special Events Coordinator will help organize and maintain equipment, supplies, inventory, food, paperwork, and facilities for multiple Camp Greenway events and daily Madeira Camps operation.

**Commitment:** This is a seasonal, summer position. We prioritize individuals who are available for all 9 weeks of camp and 1 week of staff training.

**Minimum Requirements:** Two years of college (or equivalent experience) is required. Event management experience preferred. Strong organizational skills required. This position is exempt and may work more than 40 hours a week.

**Reports To:** Assistant Camp Director, Camp Director

### **Specific Responsibilities:**

- Assists in the coordination of pre-season camp set up and post-season camp clean up.
- Plans and facilitates weekly camp special events.
- Cleans up all special events.
- Assists in morning drop off and afternoon pick up.
- Transports necessary equipment out to program areas; brings supplies indoors at the close of the day.
- Organizes daily snack distribution; ensures all camper groups receive snacks.
- Plans and facilitates daily All-Camp Time.
- Innovates special events to ensure active engagement from all participants.

### **Other Duties:**

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends all staff training, morning meetings, leadership meetings, and clean up dates.
- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Performs other duties as assigned.

*The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The*

*incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.*