

# Special Events Coordinator

**Primary Responsibilities:** The Girls First Special Events Coordinator position is responsible for planning and facilitating evening programs and day-time activities in collaboration with the Program Coordinator. The Special Events Coordinator will also provide support to the Girls First Residential Counselor staff, Instructors, and assist the Program Director in day-to-day administrative tasks. This position does not directly oversee any staff members. This position requires you to live on the Madeira campus in a provided dormitory for the duration of the residential program.

**About Girls First:** Girls First is celebrating its 26<sup>th</sup> year of introducing middle-school aged girls (rising 5<sup>th</sup>-rising 9<sup>th</sup> grade) to the traditions and spirit of The Madeira School. Girls First offers a unique experience of mixing in-classroom instruction with extracurricular activities that make it a diverse summer camp option! With areas of study, or tracks, ranging from science based to performing arts, there is something for any interested camper who wants to learn and play in a supportive community. Girls First is offered as a one-week or two-week residential sessions or a one-week day session; each session offering a glimpse of what it is like to be a Madeira student.

**Minimum Requirements:** Completion of 12<sup>th</sup> grade and at least 18 years old. This position is exempt and may work more than a 40-hour work week. Hiring priority will be given to those with previous event planning, peer leading, or childcare experience.

**Reports to:** Program Director

**Commitment:** This is a 6-week, seasonal, summer position. All staff must attend staff training on the dates listed below. For any date conflict, please bring to the hiring managers' attention. Priority will be given to those who can commit to all six weeks. This position is exempt and may work more than 40 hours a week.

**Required Dates:**

Staff Training	Sunday, June 22nd-Friday, Jun 27th
Session One (One-week)	Sunday, June 29th-Friday, July 4th
Session Two (Two-week)	Sunday, July 6th-Friday, July 18th
Session Three (One-week)	Sunday, July 20th-Friday, July 26th
Session Four (Girls First Jr.)	Monday, July 28th-Friday, August 1st

**General Responsibilities:**

- Acts as the main facilitator in collaboration with the Program Director in planning evening programs and special events that engage the Girls First community: staff and campers.
- Leads designated training sessions in collaboration with the Girls First Leadership team
- Attends Staff Training, morning meetings, and clean-up days.
- Assists with management of Madeira Camp's social media and photo sharing platform.
- Oversees the management and care of the physical facilities and equipment in all program areas throughout the camp sessions
- Continuing planning of special events and overnight programs for Girl Frist Jr.

- Ensures campers and staff follow appropriate emergency, safety, and health/wellness procedures in all program areas.
- Abides by the policies and procedures of The Madeira School as outlined in the Staff Handbook.
- Completes First Aid and CPR training as part of Staff Training.

**Daily Operations:**

- Plans evening programs for campers that model dormitory living at The Madeira School
- Executes evening programs that engage the different interests and activity levels of each camper
- Works collaboratively and communicates with the support staff their specific roles and expectations for an event or activity.
- Participates enthusiastically in all camp activities, providing support and guidance to fellow staff members.
- Accompanies campers and staff on off-campus field trips or activities if needed for supervision or additional assistance
- Assists with drop-off and pick-up procedures for the residential weeks and day camp sessions
- Identifies and addresses major behavioral issues with campers and appropriately brings issues to the Assistant Camp Director
- Assists with efficient camp set-up and break-down process

**Administrative:**

- Collaborates with the Program Director on supplies needs, space usage, and staff assignments.
- Reviews supply needs for programs and assists the Director of Girls First with end-of-summer program evaluations, ensuring content and delivery meet expectations and suggests program changes as needed.
- Prepare end-of-season reports and make suggestions for next summer season.

*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.*