

**Job Title:** Assistant Camp Coordinator

**Overview:**

As the Assistant Camp Coordinator, you will play a vital role in supporting the seamless operation of our summer camp programs. Reporting to both the Camp Coordinator and the Camp Manager, you will be an integral part of the leadership team responsible for delivering outstanding camp experiences to young participants. This role is a fantastic opportunity for a dedicated professional who is eager to contribute to the dynamic realm of camp operations.

**Responsibilities:**

- Collaborate closely with the Camp Coordinator and Camp Manager to assist in the day-to-day management of camp activities, ensuring schedules are adhered to and campers have engaging, safe experiences.
- Participate in the planning and organization of camp programs, activities, and special events, contributing creative ideas and thoughtful insights.
- Provide valuable guidance and supervision to camp staff, fostering a spirit of teamwork and maintaining a positive camp culture.
- Support camper registration procedures, including meticulous record-keeping, effective communication with families, and assistance with payment processing.
- Serve as a bridge between camp staff and parents, promptly addressing inquiries and ensuring clear communication channels.
- Contribute actively to staff training sessions, focusing on safety protocols, activity implementation, and creating memorable camper experiences.
- Collaborate in monitoring camp operations to ensure they align with health and safety standards, and be ready to make adaptable decisions as needed.
- Assist in coordinating logistics for off-site field trips, special events, and joyful end-of-camp celebrations.
- Play a part in evaluating camp programs and recommending enhancements based on your observations and gathered feedback.

**Qualifications:**

- Prior experience in camp settings, youth programs, or related fields is advantageous.
- Strong organizational skills and meticulous attention to detail.
- Effective interpersonal and communication skills, both written and verbal.
- Genuine enthusiasm for immersing yourself in a dynamic camp environment and contributing to the positive camper and staff experiences.
- A willingness to collaboratively work with the leadership team, demonstrating a commitment to upholding camp policies and guidelines.
- Adaptability and a solution-oriented mindset to effectively address challenges that may arise.
- Holding First Aid and CPR certification is an added benefit.

**Reporting Relationship:**

The Assistant Camp Coordinator reports directly to both the Camp Coordinator and the Camp Manager. You will work collaboratively with camp staff, the Camp Coordinator, and other team members to ensure the successful execution of camp programs.

**About the Alliance Theatre:**

The Alliance Theatre is Atlanta's national theater, expanding hearts and minds onstage and off. Founded in 1968, the Alliance Theatre is the leading producing theater in the Southeast, reaching more than 165,000 patrons annually. The Alliance delivers powerful programming that challenges adult and youth audiences to think critically and care deeply. The Alliance Theatre is a recipient of the Regional Theatre Tony Award® in recognition of sustained excellence in programming, education and community engagement.

Known for its exemplary artistic standards and national role in creating significant theatrical works, the Alliance has premiered more than 100 original productions, professionally launching important American musicals with a strong track record of Broadway, touring and subsequent productions, including the Tony Award winners *The Color Purple*, based on the novel by Alice Walker; *Aida* by Elton John and Tim Rice; and Alfred Uhry's *The Last Night of Ballyhoo*. Recent musical premieres include *Sister Act: The Musical*, Twyla Tharp's *Come Fly Away*, *Bring It On: The Musical*, Stephen King and John Mellencamp's *Ghost Brothers of Darkland County*, *Harmony - A New Musical* by Barry Manilow and Bruce Sussman, *Tuck Everlasting*, *Born for This: The BeBe Winans Story*, *The Prom*, Janece Shaffer and Kristian Bush's *Troubadour*, *Becoming Nancy*, *Maybe Happy Ending*, and *Trading Places*.

The Alliance nurtures the careers of emerging writers through the Alliance/Kendeda National Graduate Playwriting Competition, producing the world premiere for the competition winner as part of the regular season. The Alliance is also deeply committed to Atlanta artists, showcasing locally based artists on a nationally watched stage, and sustaining Atlanta's artistic community through the Reiser Atlanta Artists Lab, which provides developmental support and production resources for an annual roster of locally sourced performance projects.

The Alliance's dedication to providing access to the arts is reflected in its commitment to creating new work for all ages, and to bringing that work into classrooms and communities across Atlanta and throughout the region. More than 80,000 students each year experience age-specific professional performances and participate in acting classes, drama camps and in-school initiatives through the Alliance Theatre Acting Program and Education Department. The Alliance's groundbreaking Kathy and Ken Bernhardt Theatre for the Very Young performances offer professionally produced, fully interactive theater for infants and toddlers; the Palefsky Collision Project invites high school artists to create and perform new civic-minded theater based on a classic text; and community acting classes and skill-building workshops engage professional artists, young actors, business leaders and curious learners of all ages. Twice recognized by the U.S. Department of Education for leadership in arts education, the Alliance Theatre Institute equips classroom teachers with theatrical techniques that link directly to school curriculum and have been empirically proven to improve student learning.

**MISSION:**

Atlanta's national theater, expanding hearts and minds on stage and off.

**VISION:**

The Alliance Theatre will lead the national field by deeply engaging with its local community, modeling radical inclusion and catalytic experiences on our stages, in our classrooms, and throughout Atlanta.

**VALUES:**

We believe that acknowledging and embracing differences in identity is essential to a dynamic cultural conversation. This is why we are committed to equity, diversity, and inclusion in all areas of our organization and programming.