

Job Title: Camp Coordinator

Overview:

As a Camp Coordinator, you will take the lead in overseeing the dynamic operations of our summer camp programs. Reporting to the Camp Manager, this role is ideal for an experienced professional who is passionate about orchestrating exceptional camp experiences for young participants. Your guidance and coordination will be essential in ensuring that every aspect of our camps runs smoothly.

Responsibilities:

- Manage the day-to-day operations of the camp, ensuring all activities and schedules are executed seamlessly.
- Collaborate closely with the Camp Manager to plan camp programs, schedules, and activities that align with our camp's mission and goals.
- Supervise and provide guidance to camp staff, ensuring they are well-prepared to create a safe, enjoyable, and enriching environment for campers.
- Oversee camper registration processes, including data management, payment processing, and communication with families.
- Foster a positive and inclusive camp culture by promoting teamwork, mutual respect, and adherence to camp policies and guidelines.
- Serve as a point of contact for parents and guardians, addressing inquiries, concerns, and updates related to camp activities and logistics.
- Lead and facilitate staff training sessions, focusing on safety protocols, activity execution, and effective communication.
- Monitor camp operations to ensure compliance with health and safety standards, making adjustments as needed to maintain a secure environment.
- Assist in the planning and execution of special events, field trips, and end-of-camp celebrations.
- Contribute to ongoing evaluations of camp programs, seeking opportunities for improvement and growth.

Qualifications:

- Proven experience in camp leadership, youth programs, or related fields.
- Strong organizational skills, with an ability to manage multiple tasks and responsibilities.
- Excellent interpersonal and communication abilities, both written and verbal.
- Demonstrated leadership skills and the ability to motivate and guide a diverse team.
- Proficiency in administrative tasks, including data management and communication with parents/guardians.
- Enthusiasm for working in a fast-paced camp environment, prioritizing safety and enjoyment for all participants.
- Adaptability and a solution-oriented approach to challenges that may arise during camp operations.
- First Aid and CPR certification is a plus.

Reporting Relationship:

The Camp Coordinator reports directly to the Camp Manager. You will work collaboratively with camp staff, the Camp Manager, and other team members to ensure the success of our 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.