

## **Operations Coordinator at Outdoor Adventure and Mythology-Based Summer Camp**

**Title:** Operations Coordinator

**Employment Status:** Exempt/Seasonal

### **Company Summary:**

Plato Learning operates outdoor mythology-based day camps for kids ages 7-15. We create a world where monsters, myth, and magic transport kids out of the mortal realm into one where they are empowered to develop new skills, take risks, solve problems, and ultimately become Heroes. With seventeen locations spanning from NYC to California, Plato Learning uses actors, live-action role-play, and physically and mentally engaging activities to bring myths to life.

### **Job Summary:**

We are hiring organized, energetic leaders to serve as outdoor Operations Coordinator at several locations. Operations Coordinators maintain first aid responsibilities and all the material resources for camp, keeping the adventure running safely and smoothly for all 'demigod' campers and staff.

### **Job Responsibilities**

#### ***Track Camp Resources and Materials.***

- Responsible for ordering materials and maintaining camp materials inventory.
- Consolidate materials needed for every part of camp and replenish supplies weekly.

#### ***Maintain Storage.***

- Orchestrates campsite set-up and break-down in public parks. Delegate responsibilities to fellow staff/team members.
- Maintain a shared camp storage van or unit for our camp location and implement an organizational system so that materials may be accessed at a moment's notice.
- Whether camp storage exists in a pod, a storage unit, or a van— organize your storage space with staff accessibility and ease of use in mind.

#### ***First Aid Responsibilities***

- Keep the health area clean and well-stocked for any camper injuries.
- Swiftly administer first aid to any of our 25-222 campers and 3-30 staff members as needed so they can return to adventuring after a mishap, with a child-friendly and personable demeanor and verbal style. (amount of staff/campers dependent on program size).
- Have or be prepared to obtain company-designated advanced first aid certifications before the start of training week

#### ***Implement Safety Policies.***

- Prepare camp and staff for inclement weather or issue camp-wide emergency alerts when necessary.

- Run safety drills on a weekly basis to ensure staff and campers are prepared when unexpected or extreme circumstances occur.
- Remain cool, calm, collected in an emergency.
- Make medical and safety related emergency response calls to officials or first responders.

### ***Build Partnerships.***

- Work with outside vendors that make camp run like a well-oiled adventure, including park officials, indoor locations, or daily parkgoers.
- Make sure communications run smoothly and that we treat the indoor and outdoor spaces we share with the utmost care.
- Task Counselors-in-Training with setup/breakdown tasks.

### ***Resource for Parents.***

- Handle camper material distribution for late registered campers, as well as additional purchases or replacements for lost/broken materials (camp t-shirts and foam swords).
- Familiarize yourself with merchandise lineup and policies to fulfill camper and parent needs.
- Know merchandise policies inside and out to answer parent and counselor questions, and customer service inquiries.

### ***Steel your Resolve.***

- Our Camp is an energetic **all-outdoor** environment that requires staff and campers to embrace exciting challenges.
- We are looking for courageous individuals excited by the discomfort of adventure, and who do not shy away from responsibility and physical exertion, even during the heat of summer or a rainfall.
- An Operations Coordinator will spend most of their day on their feet and walk anywhere from 15,000-18,000 steps/day on the job, across changes in elevation and varying terrain.

### ***Rise to the Challenge.***

- Resolve conflict and manage camper behavior in a constructive, uplifting, and non-punitive manner that redirects to engagement.
- Prove your efficacy through action: be prepared to handle challenging situations with kindness and readiness to help.
- Whether it is helping support a counselor whose group needs extra help, or helping CITs do a final clean sweep of the grounds, the Leadership Team cares for the campers and their team through service-leadership.
- All Camp Half Blood Leadership team members are ready and willing to cover a camper group when necessary

### ***The Hours:***

- 40-45 hours/week in-person at your camp location for 4-9 weeks.
- Approx 35 hours of **remote** training and pre-season work from April-May

- Facilitate In-Person Training days prior to program start , approx. 36 hours.
- Camp Schedule: 7:30am-4:30pm; Monday-Friday (Campers present 8:45-4:10)

### **What skills are we looking for?**

- Experience working with groups of children aged 7-15 in camps, schools, after school programs/structured capacities
- Leadership Experience – previous Operations experience a plus
- Strong organizational, problem-solving and procedural skills
- Strong initiative, teamwork, conflict resolution, and communication abilities.
- Ability to maintain stamina, endurance, and excitement in a fast paced environment over the course of the Camp Season
- Full-time availability in Summer
- In a team, able to lift 25-50 lbs of camp materials without injury
- Valid Driver's License and comfortability driving a 9-foot sprinter van preferred.

*Plato Learning would like to put forth this statistic. While men apply to jobs when they meet an average of 60% of the requirements, women and other underrepresented people often only apply when they match all criteria. Even if you don't meet every checkbox in the job description, but you think you have what it takes, we encourage you to apply.*

### **Benefits and Compensation:**

- **Compensation:** Compensation: Please see Indeed job postings for location-specific rate information.
- **This includes:**
  - During camp: 45-50 hours/week at your location for your program's 4-9 weeks
  - Any absences or sick days are unpaid
  - Referral Bonus: \$50 bonus for any referred applicants who are hired and work at least 4 in-season weeks.

**Opportunity for Advancement.** As Plato Learning grows, we look within our talented seasonal staff to fill full-time opportunities when they arise within the company.

**Community.** Containing hundreds of creative-minded heroes, the Plato Learning network carries authors, podcasters, performers, dungeon masters, and many others ready to chat and create.

### **Session/Location Details**

- Training takes place the week before the start of each camp program.
- Our camp programs run anywhere between 4-9 weeks, depending on location
- Please visit <https://www.mythikcamps.com/camplocations/> for session dates at your intended location.

### **Ready to Send an Application via Iris Message?:**

Please visit <https://www.mythikcamps.com/work-with-us/> to fill out an application. Only candidates selected for an interview will be notified of next steps.

### **Hesitation of Hermes:**

Questions before you apply? Email us at [hire@plato-learning.com](mailto:hire@plato-learning.com)