

## **Operations Coordinator at Overnight Outdoor Mythology-Based Summer Camp**

**Title:** Operations Coordinator

**Employment Status:** Exempt/Seasonal

**Location:** Cold Spring, NY

### **Company Summary:**

Plato Learning operates outdoor mythology-based camps for kids ages 7-15. They 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 sixteen 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.

Camp Mythik is Plato Learning's first overnight camp! Demigod Campers who are rising 5th-10th graders will enjoy a week of adventure, creation, and storytelling at our Cold Spring, NY site. We are looking for team members with a compassion and understanding for the behavioral needs of middle schoolers—they are navigating and their relationship with the world, history, politics, gender, sexuality, and building their opinions and values.

Are you ready to join the team and accept our call to adventure?

### **Job Summary:**

We are hiring an organized role model and energetic leader to serve as the outdoor Operations Coordinator at our overnight camp location. The Operations Coordinator will assist the Health Supervisor and maintain all the material resources for camp, keeping the adventure running safely and smoothly for all 'demigod' campers and staff that come to Plato Learning for intense physical play, epic adventures, and unforgettable other-worldly experiences.

### **Job Responsibilities**

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

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

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

- Our overnight camp operates on an independently-run campsite, and Operations orchestrates campsite set-up and break-down, ensuring everything is in its assigned place.
- Organize and inventory storage so that anyone can obtain materials at a moment's notice, or easily direct another staff member to retrieve it.

#### ***Act as Manager of Policy.***

- Ensure that facilities are utilized in accordance with sleepaway camp legislation and guidelines.

- Lead operational management at mealtime and during setup and takedown of programming activities.

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

- A master of procedure, the Operations Coordinator is prepared for any scenario, whether it be inclement weather or a camp-wide emergency alert.
- Run mandatory safety drills on a weekly basis to ensure staff and campers are prepared when unexpected or extreme circumstances occur.

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

- Working with TOEC coordinators and staff is part of what makes camp run like a well-oiled adventure, whether they be Plato Learning or TOEC staff, community officials, teaching artists, bus transportation, or emergency personnel.
- Working in collaboration with clear communication is how we treat our Campers, staff, and set standards for care of our shared spaces.

### ***Resource for Campers and Staff.***

- Our camp programs serve 60 campers each week and their parents during pickup and dropoff.
- Act as a resource for camper material distribution and assistance, such as replacements for lost/broken materials (camp t-shirts and foam swords), and troubleshooting challenging situations.
- Coordinates with Leadership staff to facilitate Camp Event setup and takedown.

### ***Facilitate the Story-space.***

- The Operations Coordinator understands the immersion and storytelling of our programming.
- Though they work as themselves and not “in-character,” as Gods and/or Monsters, their communications with Demigods and staff in and around the story space support immersion and storytelling.
- Their belief in story as adult leadership strengthens the magic of our programming, and supports an uplifting Camper experience.
- We urge you to develop your Camp Persona and discuss your Godly parentage when appropriate!

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

- We are looking for courageous individuals who can lean into the challenges presented by our energetic **mostly-outdoor** environment.
- As Leadership Staff are the first people our Demigods look to in times of challenge and uncertainty, we are looking for courageous individuals excited by the discomfort in adventure, and who do not shy away from responsibility, in the heat of summer, or even when it is raining.

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

- We believe that effective leaders prove their efficacy through action, and are prepared to handle challenging situations with kindness and readiness to help.

- Whether that is constructing a last-minute prop for a performer or helping run a camp-wide event, the Management Team cares for the campers and their team through service-leadership.
- However pragmatic and structural their responsibilities are, operations staff are part of the Camp Story, and we are seeking candidates who will enthusiastically engage!

### ***The Hours.***

- Approx 6-9 hours/week of **remote** training and prep-work from March-May to create the best season possible.
- Facilitate Performer Training to prepare for In-Person Training Week
- Facilitate parts of the 25 hour In-Person Training, the days before program start date
- 3 weeks in-person at your camp location (our program runs on a 6 day on, 1 day off schedule with rotational nights off weekly).
- Camp Day Schedule: 7:30am-9pm; Monday-Saturday morning, which includes personal breaks
- Housing is provided for the entirety of the program, all meals are provided from Monday breakfast - Saturday breakfast.
- Camp operates three weeks from June 23rd-July 14th

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

- Experience working with children 10-15 years old in schools, after school programs/structured capacities
- Overnight Camp Leadership Experience – previous Operations experience a plus
- Strong organizational, problem-solving and procedural skills, while maintaining flexibility and agility
- Combines strong initiative, conflict resolution, and communication abilities with a team-player attitude
- Ability to maintain stamina and endurance over the course of the Camp Season
- Ability to work part-time March through May/June (~3-5 hours per week), and full-time in Summer
- Excitement about working in an outdoor fast-paced environment in the summer
- In a team, able to lift 25-50 lbs of camp materials without injury
- Valid driver's license required; comfortable driving a van or pick-up truck.

*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: \$850/week for in-season work**
- This includes
  - Pre-Season Work/Training (March-May): ~4-6 hours/week (at \$17/hr)
  - During Staff Training days: 20-25 hours for your program (at \$17/hr)

- Referral Bonus: \$50 bonus for any referred applicants who are hired for a seasonal position, paid at the end of the season
- ***Opportunity for Advancement.*** As Plato Learning grows, we look first within our talented seasonal staff to fill full-time opportunities within the company when they arise.
- ***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.

**Please keep in mind the following details on our Camp Mythik season:**

- Camp runs June 19th-July 14th
- Leadership staff reside in shared staff accommodations
- All Camp Mythik Leadership are ready and willing to reside temporarily in camper accommodations if necessary, in the event of unforeseen circumstances

**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)