Staff Position Description

Title: Camp Coordinator 2016 (CAC)
Reporting Line: The Camp Coordinator reports directly to the Camps and Conference Resident Director
Hours/Week: Full-Time: 29 hours/week
Date Range: May 9, 2016 – August 26, 2016

About Boston College and the Office of Residential Life
Boston College is a Division One university with approximately 9,100 undergraduate students (7,600 residential), located on 118 acres in Chestnut Hill, Massachusetts, a beautiful suburb seven miles from the center of Boston. Founded by the Society of Jesus in 1863, Boston College has strong Jesuit Catholic educational values, which are used as a foundation for our work with and care for students.

The mission of the Office of Residential Life is to create a respectful, healthy, and safe living community for our residents. We are committed to integrating the Ignatian tradition into the formation of each student by connecting their intellectual, ethical, religious, and spiritual lives through a myriad of programs and services. Our role in this formational development is achieved by promoting the academic mission, encouraging responsible and ethical behaviors, engaging residents in conversations regarding diversity, and creating safe, well-managed learning environments where students can seek the greater good.

Under the leadership of the Associate Vice President, the Director of Residential Education, and the Director of Operations, the department consists of 40 professional staff members, 29 graduate positions, 196 RAs, and 20 additional student employees

Camp Coordinator Responsibilities:
The Camp Coordinator is responsible for overseeing camps that are utilizing Boston College residence halls and facilities. They are responsible for managing a staff of 25 front desk staff members this includes scheduling, and managing groups that are arriving to campus. They must work in collaboration with all coordinators.

Camp Coordinator Duties:
• Attend Coordinator meetings each morning
• Manage communication with all camp groups
• Manage placement for all camps
• Manage the Front Desk Staff (alongside the Conference Coordinator)
  o Schedules/swaps – www.schedulefly.com
  o No-shows (may need to fill in at times)
  o Binders/Keys
- Information dissemination
- Large Check-ins
- Hold monthly meetings with staff
- Collaborate with fellow coordinators, front desk staff, and prep crew regarding weekend shifts (i.e. FYE check-in, Football check-in, etc).
- Prepare materials and scheduling for all camp check-ins including flyers, keys, combos, etc., (keys/combos will be in collaboration with WC Operations Coordinator).
- Communicate camp dates, needs, and other necessary information to the staff.
- Manage check-ins and triage issues.
- Be on duty regarding the coordinator on-call pager for one to two weeks during the entire summer.
- Manage summer.camps@bc.edu email account.
- Read through Welcome Center Log each morning to determine and resolve issues immediately.
- Keep information sheet updated for the Welcome Center Desk regarding Summer Housing Dates in case of inquiry.
- Use the summer template for all signage that front desk staff utilizes.
- Work with the Finance Coordinator on any billing issues regarding camp participants.
- Communicate well with staff, parents, students, and camp leaders, and departments organizing the camps.
- Work closely with the RD of Welcome Center/Summer Camps/Conferences.
- Update and maintain Camp Coordinator Binder.
- Other duties as assigned.

**Camp Coordinator Standard Hours:**
- Monday through Friday, from 9:00am – 5:00pm.
  - Lunches vary between 30 minutes to 1 hour in length; they are unpaid.
  - Receive 7 days unpaid Vacation Time to be submitted before June 7, 2015. No more than 2 staff members can be off at the same time.
  - Absolutely no overtime is allotted in this position

**Transition Dates**
- Transition 1 and Reunion Weekend: 5/12 – 5/31
- Transition 2: 6/20
- Transition 3: 8/1
- Move to Fall Placements: 8/19