



**BROOKLAND-LAKEVIEW**  
**EMPOWERMENT CENTER**

*Empowerment is the key.*

**Brookland-Lakeview 21<sup>st</sup> Century COLA Program**  
**21<sup>st</sup> Century Community Learning Center (CCLC)**

**Activity Coordinator**

**Position Type: Classified**

**Salary: \$20.00 an hour**

**General Description of the Position:**

The Activity Coordinator is responsible for the creation and implementation of the camper activity schedule, both instructional and recreational. The Activity Coordinator will be a part of the Brookland-Lakeview 21<sup>st</sup> Century COLA Program instructional team, along with the camp teachers and the 21<sup>st</sup> Century COLA Program staff. The Activity Coordinator will report to the Project Director.

**Specific Duties and Responsibilities:**

- Provide support and guidance for all campers while developing appropriate positive relationships.
- Maintain a constructive and energetic attitude while being an encouraging role model for all campers, parents, and staff.
- Inform the Project Director of any camper illness or injury immediately.
- Adhere to camp schedule for activities and sessions.
- Create a safe and balanced activities schedule incorporating creative high-energy activities as well as activities that promote education. Provide motivation, support and guidance for the campers and staff in the implementation of activities to boost camp morale.
- Maintain and resupply activities inventory, supplies, and equipment by notifying the Project Director two weeks prior to need.
- Attend and participate in scheduled camp meetings by providing updates and feedback.
- Develop age-appropriate, child-centered activities. Respond to the interests of the campers in the creation of new activities.
- Provide the Project Director with the activities schedule two weeks prior to sessions. Notify the Project Director of any anticipated changes immediately. Provide all staff with the activities schedule weekly and advise of any changes.
- Prepare for activities in advance of campers' arrival.
- Maintain control of the campers and delegate roles to volunteers prior to the start of activities.
- Perform other duties as required to ensure smooth operation of the summer camp.

**Skills and Experience Qualifications:**

- Experience in working with children in a summer camp, instructional, or community setting.
- Ability to listen, communicate, solve problems, and create positive situations with various people.
- Ability to relate to and motivate both campers and staff.
- Ability to work collaboratively in a team.
- Basic computer skills.
- Must like children and having fun while promoting education.
- First Aid and CPR certification is desired



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**Work Schedule:**

Monday-Friday, 8 am-3 pm

**Working Conditions:**

Work is normally conducted both indoors and outdoors.

**Application Requirements:**

To apply for the Activities Coordinator position, please email your resume, BLEC application and three (3) letters of reference to Ms. JaQuanda Wright, project coordinator, Brookland-Lakeview Empowerment Center at [Lakeview@brookland.cc](mailto:Lakeview@brookland.cc)

A background screening will be conducted. If you have any questions or need more information, please call (8032) 744-1967.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.