



Summer Camp Coordinator

Reporting to the CFOO, the Summer Camp Coordinator is responsible for the planning, coordination, and daily execution of Calverton School's summer camp program. The Summer Camp Coordinator plays a crucial role in developing engaging camp offerings, coordinating staffing and registration, ensuring compliance with applicable regulations, and maintaining a safe, organized, and supportive environment for students. The position requires strong collaboration with school leadership, faculty, staff, families, and external partners to ensure successful camp operations. Work begins in the fall with program planning and continues through the summer camp season, with responsibilities spanning scheduling, marketing, registration, staff preparation, daily operations, and program evaluation.

Responsibilities and Essential Functions (planning)

- In conjunction with leadership team and facilities department, identify the specific camp weeks, hours, and days off for holidays for the following summer camp season.
- Beginning in the fall, measure interest from prior summer counselors and current faculty/staff in leading camps the following summer. Hold a formal Q&A session with interested personnel to understand labor supply and what focus areas people are interested in leading (daycare, sports, theater, music, academics, etc). At a high level, communicate expectations regarding hours of commitment (before and during camp), as well as compensation structure.
- Collaborate with applicable parties to identify trends that are likely to be popular for camp themes.
- Aim to have commitments from counselors prior to the winter holiday break. Clearly communicate a deadline for interested parties to notify of interest in leading a camp.
- Build out the summer schedule with specific weeks for various camps, along with qualified counselors. Secure quality camp descriptions from counselors to be included in applicable marketing materials by early January.
- Review draft schedule and camp descriptions with Head of School, Summer Camp Administrator, Facilities, and HR. Incorporate applicable feedback.
- Market camps to the Calverton community via email and website communications. Explore opportunities to market camps to the general public via local library systems, public school system, and physical or electronic "community boards".
- Upload all necessary registration materials to the camp registration platform (currently CampDoc). Target to open registration should be January 31
- Track registration metrics from year to year to understand camp popularity and attendance trends in order to improve subsequent camp seasons. Identify any camps that should be cancelled due to inadequate participation.
- Field and respond to questions from potential and current summer camp families during the registration season. Track families with outstanding balances and monitor to closure.
- In conjunction with Summer Camp Administrator (currently the CFOO), ensure all Maryland State compliance requirements are adequately satisfied by applicable deadlines.
- Work with HR department to send summer employee contracts for signature by April 30
- Prior to summer camp, appropriately disseminate information to employees regarding standard operating procedures, safety measures, emergency preparedness, and other expectations of regular camp execution





Responsibilities and Essential Functions (camp execution)

- Ensure all camps are staffed for each day and schedule substitutes as necessary.
- Field questions from families and staff during camp season and resolve issues as applicable.
- Execute required emergency drills during camp weeks. Monitor the campus grounds to ensure student safety. Execute a streamlined and safe drop-off and pick-up procedure at the beginning and end times for each camp.
- Collaborate with HR and CFOO to submit accurate payroll information semi-monthly.
- Execute a formal feedback/survey process for camp families and staff to improve operations for the following camp season.

About The Calverton School:

The Calverton School is an independent, co-ed day school with a small residential program in which 325 students age 3 to Grade 12 partner with dedicated teachers on a beautiful 150-acre campus in Huntingtown, Maryland. Our southern Maryland location enables Calverton to attract a diverse student body from five counties to our learning community where students grow through a culture of respect, challenging yet well-rounded academics, and shared experiences. The Calverton School aims to instill in students intellectual curiosity, personal responsibility, and a strong work ethic to prepare for higher education and citizenship in a democratic and global community.

Calverton seeks growth-minded professionals who will support our educational mission and values, who are committed to supporting the whole student, and who are excited to join and contribute to a small PreK-12th grade learning community. Calverton is committed to a diverse and inclusive community and seeks applications for all positions from candidates who will contribute to an environment in which all are valued and supported.



Our Mission Statement:

Every day at The Calverton School, We Lead with Empathy and Honor. Build connection through inquiry. Embrace challenge as opportunity.

To apply:

Interested candidates should send cover letter, resume, and names of three professional references to: Alissa Lambert at alambert@calvertonschool.org