

# OPERATIONS TEAM

## OPERATIONS COORDINATOR / ASSISTANT

SEASONAL: LATE MAY/EARLY JUNE - MID AUGUST



### POSITION:

The Operations Team at Camp Wicosuta, consisting of an Operations Coordinator and Assistant, collaborates closely with various camp departments to ensure seamless operations. They play a pivotal role in the camp experience's overall success, overseeing critical areas like hospitality, facilities, purchasing, and more. This position is ideal for individuals pursuing degrees in hospitality, business administration, logistics, or related fields.

### RESPONSIBILITIES:

- Execute pre-season planning for camp, coordinating with directors and the program, trips, and transportation teams.
- Organize schedules for the operations department and non-bunk staff.
- Ensure facilities and equipment are well-maintained for staff and campers.
- Conduct daily facility checks for safety & cleanliness, and good repair.
- Assist with computer setup and maintenance.
- Purchase supplies/equipment for the camp season and support Activity Heads (AHs) with ordering.
- Assist with camper and staff programming.
- Assist with logistics of staff orientation, special events, and rainy days and staff-only recreation.
- Support Transportation & Trips Department with vehicle coordination.
- Assist with Check-In and Check-Out of rental vehicles when needed.

### SCHEDULE & SALARY:

This is a temporary, seasonal position on-site in Hebron, New Hampshire from late-May/early-June to mid-August. The salary is competitive and includes housing, meals, and additional staff benefits. For more info, click [here](#).



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### ABOUT WICOSUTA

Camp Wicosuta is a traditional sleepaway camp for girls located in Hebron, New Hampshire. We run two distinct sessions each serving 300 campers and 170 staff. Our 3 Cs philosophy is centered on confidence, competence, and community. We offer a diverse range of activities including athletics, aquatics, creative arts, performing arts, and environmental education.

### QUALIFICATIONS

This position demands high flexibility, a strong work ethic, warmth, initiative, and problem-solving skills.

- Currently pursuing an undergraduate degree or equivalent professional experience.
- Physical ability to regularly lift up to 50 lbs. for equipment setup and movement.
- Ability to work collaboratively.
- Desire and ability to work in an outdoor setting surrounded by children.
- Strong organizational and communication skills.
- Ability to adapt to a dynamic and fast-paced camp setting.

### APPLICATION

Please complete an online application, and a member of our team will reach out to you shortly!

[www.campwicosuta.com/staff/positions](http://www.campwicosuta.com/staff/positions)

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