



## Up with People Position Description

**Title:** Education Coordinator  
**Reports to:** Program Manager and Camp Director  
**Starting Date:** June 26, 2011

### Core Responsibilities:

- Act as a coach, role model and mentor in the campers' learning.
- Maintain a safe and respectful multicultural learning environment.
- Be adaptable and flexible in a fast paced, constantly changing environment.
- Develop and foster a community amongst the group that allows for a transformative experience for all campers.
- Attend to camper needs, counseling and feedback.
- With all staff members, ensure the successful implementation of the entire Camp UWP program by participating in a variety of program components.

### Specialized Responsibilities (*With other Education Team members*):

#### Regional Learning

- Plan and implement Regional Learning activities.
- Create new opportunities for campers to maximize their experience in every location visited.
- Help campers understand and appreciate cultural differences within the group and focus on cultural distinctions, communication styles and social issues.
- Schedule, prepare and provide feedback to participants for Culture and Country presentations.

#### Community Service Learning

- Organize and deliver the Community Impact (CI) projects and make connections to the other components of the program.
- Oversee the preparation, implementation, and reflective learning as it relates to CI experiences.
- Coordinate schedules, agendas, and teams for school presentations, including presentation training for cast. Adapt school project training manual as needed.
- Coordinate and facilitate rotation and training for CI Crew Leaders.
- Oversee partnership building with community organizations involved in CI activities.

#### Camp Up with People Curriculum

- Facilitate the learning of all participants through weekly educational sessions on the Camp UWP curriculum and make connections to other elements of the program.
- Develop, coordinate and/or facilitate all non-production cast activities, including Camp Fires and all "camp" activities.

#### Operations

- Guide/Coach Assistants; coaching them in their learning goals, facilitating weekly evaluations, as well as final evaluations and recognition.
- Ensure that learning is reflective, thoughtful, creative and ongoing.

- Facilitate opportunities for interaction between campers and community involvement members.
- Coordinate a team of campers responsible for presenting current events/news to cast through announcements, making newspapers available and presentations.
- Facilitate opportunities to have discussion groups and debates on global issues, cultural values or topics of interest.
- Responsible for procuring education supplies.

**Qualifications:**

- Experience with facilitation and design of experiential and traditional lesson plans.
- Experience in planning, implementing and evaluating projects (community service learning projects or other projects).
- Strong organizational skills.
- Ability to maintain confidentiality and exercise discretion.
- Proficient computer skills, including Word, Excel, PowerPoint and Outlook.
- Experience in the facilitation of experiential education programs.
- Lived or worked in a foreign country.
- Second language skills a plus.
- Successful experience in crisis management.
- Successful experience in conflict resolution.
- A model of exemplary ethics.

**Notes:**

- This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.
- Employees will be appraised on an ongoing basis and held accountable for all job duties.

**Application Procedure:**

**To apply for this position, please download and complete an [Application](#), and scan and e-mail to: [Contact@CampUpwithPeople.org](mailto:Contact@CampUpwithPeople.org) or Fax to: 540-896-5455. In the "Subject" line put your name and the position for which you're applying. Applicants will be reviewed beginning December 15, 2010.**

**Camp Up with People is an Equal Opportunity Employer**