



Exploration Camp Coordinator

As an Exploration Camp Coordinator, you will play a pivotal role in creating unforgettable experiences for campers while fostering a safe and enriching environment. This position requires a combination of organizational skills, leadership abilities, and a passion for outdoor education. You will oversee all aspects of camp operations, from program planning and staff management to camper safety and logistical coordination. This position will report to the Admin Team.

About Summer at St. John's

We create safe, inclusive, and choice-driven programs that grow with your child. Our developmentally appropriate camps are shaped by our community values, leaving a lasting impression upon all campers and staff for years to come. Summer at St. John's community values are at the core of every decision we make. We encourage:

- Kindness: Promoting stronger, more harmonious relationships and communities.
- Community: Building strong bonds and a sense of belonging among campers and staff.
- Honesty: Fostering trust and cooperation, contributing to personal and societal well-being.
- Respect: Teaching respect for oneself, others, and the environment.

About St. John's Prep

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

Essential Job Functions:

- Manage day to day details and schedules for the Exploration Camps, including working with the tripping program to be sure that they are prepared for their daily trip, supervising the team of Exploration Staff, managing attendance at the beginning and end of day, supervising lunches and early dismissals, managing behavior issues and assisting vendors as needed.
- Continuously evaluate and improve program offerings based on feedback and industry trends.

- Provide ongoing support, guidance, and feedback to staff to ensure they deliver high-quality programming and uphold safety standards.
- Foster a positive and inclusive work environment that promotes teamwork, professionalism, and personal growth.
- Cultivate positive relationships with parents/guardians, campers, schools, and community organizations to promote the camp and encourage participation.
- Supervise and oversee the use of St. John's Preparatory facilities.
- Responsible for maintaining supplies and equipment, and working with the summer administration team to order supplies as needed. All materials purchased will belong to the program.
- Assist with all aspects of the camp day -including but not limited to arrival and dismissal, weather protocols, special events, etc.
- Attend staff meetings, ongoing trainings, and other obligations as needed
- Be on campus from 8:30AM - 4:15PM, with a 30 minute on campus break.
- Other duties as assigned.

Other Job Duties:

Attendance at staff training and staff meetings is mandatory. Exploration Camp Coordinator may be called to drive a campus van to trip sites if needed. Exploration Camp Coordinator runs bi-weekly staff meetings.

Qualifications:

The successful candidates should have at least two years of camp/youth program experience, with at least one year of staff supervision experience. Bachelor's degree in a related field is a plus but not necessary. Exploration Camp Coordinator must be able to work 10 of 10 camp weeks, and attend staff training.

Physical Aspects of the Job:

Summer at St. John's is set on a 175-acre rolling campus with two pools and seven fields. Candidates must be able to follow the camper schedule on foot each day, be able to lift up to 30 pounds, participate in games and activities, and maintain a healthy presence during the long outdoor camp day.

How to Apply

Interested candidates are asked to [apply online](#). To learn more, please [visit our website](#). Questions can be directed to Laurel Grady at summer@stjohns.org.

St. John's Prep and Summer at St. John's are committed to building a diverse and inclusive campus community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in their day-to-day responsibilities, as well as in their interactions with young people and colleagues alike.