



Quest Operations Program Coordinator

Year-round, Full Time, Exempt

Reports to: Quest Program Manager (aka Camp Director)

Position Summary

The Operations Coordinator is a vital member of the program team and reports to the Quest Program Manager, and works closely with the Supports for Success Program Manager. The Operations Coordinator oversees all registration, administration, and operations, primarily of the Quest program, year-round. This person primarily works in our St. Louis office but will also live and work at our camp in Lesterville during the months of May to August. This position requires evening and weekend hours.

Job Requirements and Responsibilities:

- Serve as the Summer Office Manager, living at camp in Lesterville from May-August
- Prepare all summer camp materials, including registration and enrollment-related forms
- Provide prompt and precise replies to requests for information
- Register all campers from graders 1st to 7th ensuring all aspects of their applications are complete
- Assist other program team members in recruitment and registration
- Ensure maintenance of accurate and confidential records of programs, campers, and staff:
 - Enter and maintain up-to-date camper and registration information in CampBrain database and in hard copy
 - Maintain accurate camper lists and staff rosters
 - Maintain staff files and paperwork
 - Retain organized menus, transportation records, and food, laundry, and housekeeping service inventories
 - Provide organized and complete information as needed
- Maintain Title XX program application and all pertinent paperwork
- Prepare family and staff communication, including helping to review and mail camper reports following each session
- Create and send invoices to parents and guardians
- Maintain Summer Food Service Program (SFSP), ensuring there are healthy and kid friendly menus that meet SFSP requirements
- Hire, train, supervise, and evaluate food service, laundry, housekeeping, and transportation staff, including seasonal transportation manager
- Hire, train, supervise, and evaluate the Seasonal Kitchen Manager
- Schedule transportation and prepare bus lists including coordinating bus stops – must be available to participate as necessary, either from the main office, camp, or at a bus stop
- Order food and supplies within established budget
- Initiate and ensure that insurance is in a place for all Quest program activities
- Assist in preparing, maintaining, and implementing American Camp Association standards materials
- Maintain all office equipment and supplies, including technology
- Other duties as assigned

Items listed are just a sample of work performed and not intended to be all inclusive

Program Team Commitments

- Play an important role in establishing and building awareness for Sherwood Forest's mission among current and prospective stakeholders

- Provide support and encouragement to other members of the Program Team regarding their unique contributions
- Make a commitment to attend ongoing professional development
- Act in a manner to positively represent Sherwood Forest
- Practice the agency's policies and procedures
- Develop and maintain healthy and appropriate relationships with youth/young adults, focusing on safe and supportive relationships and meaningful experiences that promote growth
- Assure the Program Team's and program participants' full compliance with SF Race Equity Pledge
- Act in a manner to positively represent Sherwood Forest, adhering to onboarding norms
- Attend fundraising and public relations events as required.
- Ensure that all programs and activities follow established Sherwood Forest values, and outcomes

Qualifications & Certifications:

- Experience in supervisory position
- Experience working with and supporting youth with various abilities and from various backgrounds
- Proficiency with Microsoft Office Suite
- Ability to obtain ServSafe Certification
- Ability to learn and master CampBrain
- Ability to learn about, or have experience with, the Summer Food Services Program
- Valid driver's license with good driving history, ability to obtain a Class E license, become an approved driver under Sherwood Forest insurance, and operate a motor vehicle safely
- Willingness and ability to obtain other certifications including but not limited to lifeguard, first aid, and CPR
- Leadership experience in organized camping, summer camp, and youth counseling, a plus
- Must be 21+ years old

Core Competencies, Skills & Abilities:

- Excellent written and verbal communication skills
- Strong organizational skills
- Goal-directed and continuous improvement orientation
- Excellent time management skills and capable of working on multiple projects at one time
- Sensitivity and appreciation for individual differences; ability to relate positively to people of all backgrounds, ages, and abilities
- Ability to work well with and maintain a good working relationship with all members of Sherwood Forest team
- Record, handle, file, disperse, and maintain neat and orderly records.
- Concrete ability to switch back and forth between tasks and effectively performing different tasks rapidly one right after the other
- Ability to accept and give constructive feedback

Essential Functions

- Ability to effectively communicate in person, by phone, or in writing, and exchange accurate, timely information.
- Work nights and weekends as necessary
- Live at camp in the summer (approximately May to August) and at various times during the school year, as required in a shared living space
- Ability to operate a computer and other office technology
- Ability to work long hours at a fast pace
- Ability to make sound decisions under stressful conditions
- Ability to work and navigate in a variety of environments, terrains, and weather conditions.
- Ability to travel to camp and various sites as needed
- Ability to analyze, interpret, and report data
- Ability to drive camp vehicles and to transport children

About Sherwood Forest

Sherwood Forest Camp, Inc. is a year-round, youth development agency, anchored in a residential summer camp experience. We provide dynamic programs and immersive outdoor experiences that inspire and empower youth from under-resourced communities to discover their resilience, prepare for their future, and embrace their civic responsibility.

Through our Quest, Outdoor Education, and Supports for Success programs, we help kids discover the best in themselves so they can grow up to do good in the world.

The Quest program serves children from 1st to 9th grade. The Supports for Success (S4S) program serves camp alumni beginning in the 10th grade to help them ensure post-secondary pursuits and support them as they transition into adulthood.

Sherwood Forest is committed to eliminating racism, biases, and racial disparities in our society and eradicating barriers that thwart the development, growth and prosperity of youth in our community. All staff must be willing to work to that end and committed to upholding our race equity cultural pledge.

Sherwood Forest is an affirmative action, equal opportunity employer. All candidates have an equal opportunity for employment, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or status as a veteran. Personal staff information – (application, references, background investigations, medical records) – will not be released, except as may be required by law. Requests for references regarding the staff member's performance will be honored; however, the staff member must authorize the release of such information.

All those who attend or work at Sherwood Forest, are required to have age-appropriate vaccines as outlined but the Missouri Department of Public Health & Senior Services (Missouri Statute 167.181). <https://health.mo.gov/living/wellness/immunizations/pdf/2022schoolrequirements.pdf> These immunizations are also required for students to attend school in Missouri.

Staff are also required to be fully vaccinated for COVID-19 at least two weeks prior to starting employment at Sherwood Forest. Documentation of vaccine status will be requested once a position has been offered.

Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed and will be evaluated on a case-by-case basis. The appropriate exemption card and approval for accommodation must be on file prior to arriving at Sherwood Forest.

Salary Based on Experienced: \$37,000 - \$40,000

Please submit a cover letter, resume, and a list of three professional references with necessary contact information to hire@sherwoodforeststl.org