

**Job Description:**  
Camp Recreational Activities Coordinator

**About Us:**

SPIRE Institute is one of the largest indoor, multi-sport, training and competition complexes in the world. With more than 750,000 sq. ft under roof and acres of outdoor facilities, it has the unique capacity to simultaneously host clubs, leagues, tournaments and championship events no matter the weather or the season. Every consideration has been taken to create an unparalleled experience for the athlete, the coach and the spectator. Our mission at SPIRE is to unlock the full potential of the human spirit via athletics, academics and service.

**Overview:**

The Camp Recreation Activities Coordinator is responsible for planning, overseeing, and directing the evening and weekend activities for summer campers at a sports camp . Performance requires ability to work independently with initiative and discretion within established guidelines.

Will be actively involved in student events, enforcing policies and procedures, weekly staff meetings. This position focus' is in evenings, weekends, and holidays.

**Duties & Responsibilities:**

- Manage our activities calendar
- Organize on-site activities and events
- Organize off-site excursions
- Encourage resident participation
- Confirm bookings or reservations as needed
- Ensure a safe and fun environment for all participants
- Assist with other requested tasks
- Enforce SPIRE policies and procedures
- Uphold the SPIRE Code of Conduct inside and outside of campus grounds
- Mentor, Lead and Assist Student Athletes in personal development
- Control and report any unacceptable behavior and professionally deal with individuals not adhering to behavior protocols and the rules
- Respond quickly, intelligently, decisively and in accordance with established emergency protocols
- Transportation of Student Athletes – Valid Driver License Required
- Available Evenings, Weekends, and Holidays

**Additional Skills:**

- Interpersonal Skills
- Time Management
- Verbal and Written Communication Skills
- Interest in Athletics

**Compensation:**

- \$1,700 fee for time period of June 15-August 15. Room and Board included.

Interested Candidates should submit a completed application, resume, and cover letter to:

[hr@spireinstitute.org](mailto:hr@spireinstitute.org)