



409 Ayers Street
Memphis, TN 38105
901.467.0122

POSITION TITLE: CITI Camp Coordinator

HOURS: Full-time, Seasonal (April-August) Mon-Fri

COMPENSATION: \$20/hr

SUPERVISOR: Program Operations Director

ABOUT ROOM IN THE INN-MEMPHIS (RITI):

Room in the Inn - Memphis shelters those experiencing homelessness in a safe environment of hospitality. The RITI team strives to build community based on love and respect, welcome all as an expression of faith, and give hope and hospitality in a safe environment. When you join the RITI Team, you should enter your first day with an openness to becoming a part of this community, treating guests with dignity and responding to challenges with a focus on hospitality.

JOB SUMMARY:

The camp coordinator will enthusiastically manage CITI (Children in the Inn) Camp. In this role, your duties will include refining curriculum and activities, maintaining inventory of camp supplies, and training camp staff/volunteers. Your duties may also include modifying activities to suit the needs of specific age groups.

To ensure success, camp coordinators should exhibit experience in developing camp curricula and demonstrate the ability to assume responsibility for the day-to-day management of a camp. Outstanding candidates prioritize the safety of all campers and ensure an excellent camp experience.

Qualifications

Seeking applicants with excellent communication skills and a positive guest services attitude. Working knowledge of Google Drive and Google Sheets/Excel or ability to learn quickly and attention to detail is required. All applicants must be interested in working with individuals and families experiencing homelessness and sensitive to the diverse issues faced by our guests.

Responsibilities

- Consulting with RITI directors to determine camp requirements.
- Developing and refining a camp curriculum with age level-appropriate educational and recreational activities.
- Planning engaging and fun daily camp activities and creating activity schedules.
- Presenting camp information to prospective parents and children.
- Assisting with recruiting, interviewing, and hiring camp staff/volunteers, including activity specialists, recreation leaders, and camp counselors.
- Offering appropriate training for staff and volunteers.
- Overseeing camp staff and volunteers.
- Managing the allocated budget, as well as ordering camp equipment and supplies.
- Modifying activities for campers with special needs.

- Ensuring safe practices and a healthy camp environment.
- Keeping records and documenting processes.
- Regularly evaluate program to adapt and improve.

Skills/Experience

- Experience with children of all age levels, bachelor's degree or minimum Junior year of education degree similar.
- Demonstrable experience managing similarly structured groups.
- Extensive experience in planning and developing curricula is preferred, as well as modifying activities when required.
- Ability to manage budgets and monitor expenses.
- Proficiency in office software, including Google Workplace (Google Calendar, Docs, Sheets).
- In-depth knowledge of activity-related safety regulations, as well as health and sanitation requirements.
- Ability to document processes and perform recordkeeping.
- Excellent interpersonal and communication skills.

Other Requirements:

- Valid TN Driver's License and ability to be insured under the agency's vehicle is required.
- Reliable transportation required.
- Ability to lift, bend and carry up to 25lbs regularly, occasionally up to 50lbs.
- Ability to alternate between standing and sitting.
- Ability to be on your feet for several hours.
- Work environment may be noisy and chaotic.
- Travel throughout Shelby County is required.

This job description is not meant to be a complete listing of professional duties or responsibilities.

Executive Director reserves the right to amend any job description and/or procedures. Every effort will be made to notify employees of changes within a reasonable amount of time.

Room in the Inn-Memphis is an equal opportunity employer and makes employment decisions on the basis of merit, qualifications and competence. Company policy prohibits unlawful discrimination based on gender, race, color, religion, creed, national origin, ancestry, citizenship, pregnancy, age, marital status, sexual orientation, medical condition, physical or mental disability or veteran status or any other consideration made unlawful by federal, state or local laws.

TO APPLY: Email a resume and cover letter to innkeeper@ritimemphis.org