

**Position:** Recreation Therapy Program Coordinator for Camp Kostopulos

**Availability:** Currently accepting applications

**Closing date:** March 15<sup>th</sup>

**Job Summary:** The position of Program Coordinator entails but is not limited to the planning, implementation, logistical responsibilities and overall coordination of the year round recreation and leisure education programs for Kostopulos Dream Foundation's Camp Kostopulos. The Program Coordinator is responsible for overseeing and training staff, implementing and supervising activity programs.

**Responsibilities:**

1. Development of activities and mailing of monthly activity calendars for teen, adult, and K-Kid programs.
2. Acquiring donations of tickets, equipment and supplies.
3. Development of logistics and documentation of the leisure education community based programs/activities and summer camp that are tracked, evaluated and documented.
4. Work closely with agency staff working as a team to provide quality programs.
5. Provide supervision and guidance to activity leaders, summer camp counselors, volunteers and participants in programs/activities.
6. Respond to any emergency situations during programs/activities.
7. Assist Program Director with volunteer and internship programs and assisting as needed.
8. Supervise and assist with challenge ropes course and team building activities.
9. Assisting Program Director in summer camp operations and all other programs.
10. Engaging in good public relations with participants, families, and community.
11. Development of T.R. programs.
12. Assist staff with fundraising events.
13. Transportation of participants in company vehicles for related programs and activities.

**Qualifications:**

1. Must have a valid Utah driver's license, a good driving record, be 21 years of age and experience or be able and willing to drive a 15-passenger van is preferred.
2. Must have a clean criminal background.
3. First aid/CPR certification is required.
4. Ability to lift, transfer, and provide physical assistance to participants, 100-250 lbs.
5. Experience working with people with disabilities of all ages.
6. Bachelor's degree with an emphasis in therapeutic recreation.
7. Have a current NCTRC certification (national T.R. certification) and possess a State of Utah Therapeutic Recreation Specialist licensure or higher.
8. Organized camp experience preferred.
9. Challenge ropes course experience preferred.
10. Being a certified Life Guard and having experience with a variety of outdoor and recreation activities is a plus.
11. Be computer literate, experienced with Microsoft Word and excel and be well organized.
12. Must be healthy and have a very enthusiastic attitude. Have good people skills.

**Compensation:** Competitive rates, health insurance, vacation and holidays

**Applications** are currently being accepted. Closing date is March 15<sup>th</sup>.

Camp Kostopulos is a non-profit year round recreation and leisure education provider. It has a forty year history of providing a variety of activities for not only Utah residents with special needs but people from around the country. The Kostopulos Dream Foundation has a strong activity foundation using a Therapeutic Recreation philosophy. It's located at 2500 Emigration Canyon in Salt Lake City, Utah, 84108.

Visit the web site at [www.campk.org](http://www.campk.org) phone 801-582-0700, ext. 102 Ask for Gary Ethington, resumes may be emailed to- [gethington@campk.org](mailto:gethington@campk.org)