TLP Coordinators (*Pio/CIT Coordinator*) Role Description

Job Description

- **Reports to:** Morgan Morris, Teen Leadership Director
- **Job Type:** Summer Seasonal / Temporary
- **Dates:** June - August
- Please note: this job description should be read and understood in conjunction with the TLP Leader Job Description.

About TLP

The Teen Leadership Program (TLP) is a two-year leadership development experience designed to help campers grow as individuals, strengthen their Jewish identity, and develop the skills and confidence to become future Beber Camp staff members.

The **Pioneer Program** is the first year of TLP, where participants explore their leadership abilities, build meaningful relationships, and deepen their understanding of Beber's values, Jewish life, and connection to Israel. Through experiential learning, community involvement, and intentional leadership development, Pioneers begin to discover what it means to lead, contribute, and take responsibility within the Beber community.

The **CIT Program** is the second year, building on the foundations established during the Pioneer year. CITs develop a deeper understanding of what it means to be a Beber Camp staff member, gaining practical experience in childcare, programming, teamwork, and Jewish life. Through hands-on learning, mentorship, and opportunities to take on greater responsibility, CITs prepare for the transition from camper to staff member.

Purpose

The TLP Program Coordinator is a senior member of the Teen Leadership Program team, responsible for supporting the day-to-day operation, development, and delivery of their assigned TLP division. Coordinators remain actively involved in the care, supervision, programming, and development of TLP campers while providing additional guidance, coaching, and support to TLP Leaders.

Working closely with the TLP leadership team, Coordinators help ensure that programme goals and curriculum are translated into meaningful daily experiences. They take on additional responsibility for divisional organisation, communication, problem-solving, and programme logistics, serving as a key point of contact for their assigned division.

Through their leadership and support, Coordinators help create a safe, inclusive, and engaging environment where both campers and TLP Leaders can thrive, ensuring the

programme operates smoothly and remains aligned with TLP's goals and Beber Camp's values.

Salary

Competitive summer salary, commensurate with experience and responsibilities. Room and board included.

Qualifications & Requirements

- Previous Beber Camp leadership experience required; previous TLP or Beber leadership team experience strongly preferred.
- Previous overnight camp counseling experience.
- Demonstrated experience supervising, supporting, and developing staff.
- Strong communication, organization, interpersonal, and problem-solving skills.
- Ability to work effectively in a fast-paced, residential Jewish summer camp environment.
- Ability to take initiative, make sound decisions, and respond appropriately to changing camper and program needs.
- Completed health history record and examination form required prior to the first day of work.

Essential Job Functions

Staff Development:

- Coach, and support TLP Leaders through guidance, problem-solving, and feedback.
- Support staff development and communicate performance or staffing concerns to the Teen Leadership Director.
- Help plan and facilitate staff training and divisional meetings.

Camper Care & Wellbeing

- Live in a bunk with TLP Campers and remain actively involved in the daily supervision and care of campers, including in cabins, activities, meals, trips, and all-camp programs.
- Support TLP Leaders with behavioral, social, emotional, and other camper needs, in conjunction with the TLP Clinical Director.
- Build positive relationships with campers and understand the needs and dynamics of the division.
- Work with the TLP Clinical Director and Teen Leadership Director when additional support is needed.
- Oversee cabin cleanup and daily upkeep within the TLP village.

Program Leadership & Operations

- Support the planning and implementation of meaningful TLP and divisional programs aligned with the TLP curriculum and Beber Camp's mission.

- Meet with the Programming Coordinator each morning to confirm programming plans, needs, and logistics.
- Serve as the key point person for the assigned division when the Teen Leadership Director is unavailable.
- Attend meetings and trainings as directed by the Teen Leadership Director.
- Plan and lead overnight trips, including itineraries, programming, and camper and staff supervision.
- Responsibilities may include driving camp vehicles and supporting camper medication needs within the scope of required training and authorization.

Jewish Life & Community

- Support meaningful Jewish experiences within TLP and connect Jewish values, identity, community, and leadership to the leadership camper experience.
- Prepare and deliver weekly Havdalah speeches.

Communication, Collaboration & Professionalism

- Work closely with the Teen Leadership Director, TLP Clinical Director, and TLP Leaders to communicate needs, solve problems, and support the overall TLP experience.
- Model strong counseling, leadership, professionalism, judgment, and appropriate boundaries.
- Follow all camp policies, procedures, and safety expectations.
- Demonstrate flexibility, initiative, and ownership of responsibilities.
- Remain visible, engaged, and physically and emotionally present throughout the camp day while appropriately communicating personal needs for support and wellbeing.
- Participate in assigned Shomer rotations and other camp-wide responsibilities as needed.

Knowledge, Skills & Abilities

Successful TLP Program Coordinators demonstrate:

- Strong counseling, childcare, staff supervision, coaching, and leadership skills.
- Ability to build positive relationships with teenagers.
- Strong communication, teamwork, organization, and problem-solving skills.
- Understanding of youth development and an interest in leadership education.
- Creativity, flexibility, initiative, and sound judgment.
- Ability to support and facilitate meaningful Jewish experiences.
- Comfort participating in outdoor and physically active programming.

Physical Demands

The physical demands described here are representative of those required to successfully perform the essential functions of the TLP Leader role. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- The role involves extended periods of standing, walking, and physically active tasks, often outdoors.
- TLP Leaders may be required to climb, balance, reach, stoop, kneel, crouch, or crawl as part of camp activities.
- Staff must be able to lift up to 25 pounds.

Equal Opportunity Statement

Beber Camp is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, age, disability, sexual orientation, military status, or national origin.

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*To learn more about the Beber Camp Teen Leadership Program, please visit the **Beber Camp website**.*

This job description is not intended to be an exhaustive list of all responsibilities. Additional duties may be assigned by supervisors or outlined in training materials.

Role responsibilities may change from summer to summer based on staffing, program needs, and other factors. Beber Camp may adjust responsibilities as necessary to best support the needs of the TLP and the broader camp community.