



B. O. K.

# SUMMER CAMP COORDINATOR

## JOB DESCRIPTION

**Part-Time / Seasonal**

**(June 11, 2025 through August 22, 2025)**

### THE POSITION:

Reporting to the Head Basketball Coach, the Summer Camp Coordinator will be the day-to-day point person for the B.O.K. Summer Basketball Camp at Kelley Park. Primary responsibilities will include frontline communication with all summer camp coaches and volunteers, overseeing camper check-in/checkout each day of camp, and supervising each day's schedule of activities. The Summer Camp Coordinator will be a self-starter, highly detailed, and able to coordinate multiple moving parts. This is a part-time, seasonal position working Monday through Friday, between the hours of 7:30am to 12:30pm, working weekly between 20 – 25 hours per week.

### ESSENTIAL AND IMPORTANT DUTIES:

- Oversee camper check-in and check-out each day of camp, not leaving the premises until all campers have gone home
- Keeping track of staff scheduling and finding subs as needed
- Keeping track of campers' records and registration information and communicating with parents on a weekly basis
- Scheduling staff training and meetings
- Conducting position interviews and overseeing the hiring process
- Managing payroll and other employee related matters
- Ensuring that all staff signs in and out each day
- Coordinate evaluations of campers, parents and staff

**EDUCATION/EXPERIENCE:** Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

- Proficiency in Microsoft Office Suite
- Experience coordinating volunteers, events, and guest speakers
- Strong attention to detail and excellent organizational skills

Apply to: The Brothers of Kelly Park  
<https://www.brothersofkellypark.org>  
Email: [contact@brothersofkellypark.org](mailto:contact@brothersofkellypark.org)

Camp location: Kelley Park  
15825 Oakfield Ave.  
Detroit, MI 48227