



BASE Camp Coordinator, Oak Park Education Foundation (OPEF)

Position Summary:

BASE Camp is growing and hiring now! We are looking for an enthusiastic, organized, creative and personable individual to help plan exceptional summer enrichment programs for the Oak Park Education Foundation's **BASE Camp** (Build A Summer Education) beginning this May. This part-time position with flexibility in schedule is an exciting opportunity for an individual passionate about providing exceptional enrichment programs in a fun, collaborative environment to more than 1,500 K-8th grade students each year.

Reports to

OPEF Programs Director

Responsibilities

- Assist OPEF Programs Director with improving existing camp programming and developing new offerings to meet annual enrollment goal.
- Handle communications, inquiries, and issues regarding camp.
- Assist Marketing Manager to produce camp marketing and registration materials.

