



Columbus Academy

Ready to thrive.

4300 Cherry Bottom Road, Gahanna, Ohio 43230 • columbusacademy.org

Adventure Day Camp Coordinator (summer)

Dates: June–August 2026 • Apply online at columbusacademy.org/apply

About Columbus Academy

Recognized as a premier independent school in the nation, Columbus Academy has, since its founding in 1911, exemplified the country day school educational model. The heart of this model is the idea that the best interests of children are served when home and school work together.

At Columbus Academy, parents are integral members of our community. In our welcoming school, fully dedicated to the development of young scholars, athletes and artists of every kind, parents find what they are looking for: The school to trust with childhood.

We believe that [diversity, inclusion, equity and justice](#) are essential measures of our excellence. Our goal is not to mold young minds but to light them on fire.

[Visit us](#) and you will see this in [the way we teach](#) and the way [our 231-acre campus](#) is designed — the light, the energy and the interconnectedness of our mindfully designed learning spaces that allow for children to gaze out to the open sky.



Our Mission

Columbus Academy — an independent, coeducational college preparatory school — enriches its academic tradition of excellence by valuing a broad diversity of students as it seeks to develop the complete person: mind, body and character. The school rewards rigorous effort and accomplishment, fosters compassion, respect and moral courage, and insists on integrity, fair play and community service. Academy strives to develop and sustain a community of thoughtful, responsible, capable and confident citizens eager to engage in a pluralistic and ever-changing world.

At a Glance

Founded: 1911
Enrollment: 1,162 students
Ages: 3YO–Grade 12
Students of Color: 48%
Total Tuition Assistance: \$4.8M

Quality of Life in Columbus

Columbus is the 14th largest city in the United States with a population of 879,170. The city is perfect for active lifestyles, having invested \$20 million to develop a growing system of bike and fitness trails that connect the suburbs and river trails to downtown's \$44 million riverfront park system restoration. Columbus is gaining nationwide recognition for its historic neighborhoods, booming downtown arts and sporting districts, open attitude and a noticeably affordable quality of life. Check out our [Guide to Columbus!](#)



Position Description

The Adventure Day Camp Coordinator will oversee a 9–10 week summer camp for approximately 50 campers in grades K–5. This program provides a classic camp experience with a balance of structured activities, outdoor exploration and community-building touchpoints at the start, middle and end of each day.

This coordinator will lead a team of 2–3 instructors and 2–4 senior counselors to ensure a safe, fun and developmentally appropriate environment for campers. This role supports the mission of Columbus Academy Summer Experience by fostering a safe, inclusive and adventurous learning community.

Key Responsibilities

Program Leadership

- Develop and manage the daily schedule including opening, midday and closing gatherings.
- Ensure activities support campers' social, emotional and physical development.
- Collect and reflect on feedback from campers, families and staff to improve program quality.
- Model and reinforce camp values, policies and safety standards.

Staff Supervision

- Lead, mentor and support instructors and counselors in delivering engaging programming.
- Assign responsibilities, provide feedback and foster a positive team culture.
- Encourage collaboration, flexibility and innovation among staff.
- Assist with staff evaluations in collaboration with the Special Programs Director.

Camper Experience

- Ensure a safe, inclusive and fun environment for all campers.
- Build relationships with campers, encourage participation and manage behavior effectively.
- Communicate with parents/guardians as needed regarding camper experience or concerns.

Operations & Safety

- Oversee camper attendance, health and safety procedures.
- Manage morning and afternoon carpool.
- Maintain program supplies and assist with setup/cleanup of activities.
- Report maintenance or safety concerns promptly.
- Respond promptly and appropriately to emergencies – following established protocols – in collaboration with the Special Programs Director.
- Maintain accurate attendance and incident records in accordance with camp policy.

Additional Responsibilities

- Assist with tracking program expenses and managing supply budgets responsibly.
- Support camper recruitment and program visibility by sharing highlights and maintaining positive family communication.
- Coordinate with other program leads and specialty instructors to align schedules and share resources.

Why You'll Love This Role

- Spend your summer leading adventures and connecting campers to nature.
- Work with an enthusiastic, collaborative team of educators and counselors.
- Make a lasting impact on campers' summer experiences, friendships and confidence.

Qualifications

Preferred candidates will possess the following qualifications:

- Bachelor's degree and a minimum of two years of administrative experience.
- Experience in outdoor education, camp leadership or youth program management.
- Knowledge of developmental needs for elementary-aged children (grades K–5).
- Strong organizational, interpersonal and communication skills.
- Energetic, resilient, positive and flexible with a willingness to try new ideas.
- First Aid/CPR certification or willingness to obtain prior to camp start.
- Knowledge of risk management, emergency procedures and inclusive practices preferred.
- Candidates must be 21 years of age or older. This role aligns with both Ohio regulatory standards and American Camp Association (ACA) accreditation standards, ensuring a safe, high-quality and inclusive summer experience for all.

Physical Conditions

Candidates must be able to manage the following conditions:

- Move safely over varied outdoor terrain, observe campers and respond quickly in emergencies.
- Safely lift and carry up to 40 pounds.
- Function effectively on a non-smoking campus.

Compensation

\$19–\$29 per hour (approximately \$6,384–\$9,744 for the summer), commensurate with experience.

Columbus Academy believes strongly in the principles of diversity, equity, inclusion and belonging. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.

Legal requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

