# Camp Coordinator

## Job Description – Wellness Camp Coordinator

### Position

**Wellness Camp Coordinator**

### Job Type

Full-Time / Part-Time / Contract

### Job Location

[Clinic / Wellness Centre Name] [Location]

## About the Role

We are looking for an organized, energetic, and people-oriented **Wellness Camp Coordinator** to plan, coordinate, and manage wellness camps, retreats, and nature-based wellness programs.

The selected candidate will coordinate with doctors, therapists, participants, accommodation providers, transport teams, and other service partners to ensure that each camp is conducted smoothly, safely, and professionally.

The role may involve coordinating camps at **village, beach, waterfall, hill, dry-land, and resort locations**, depending on the program schedule.

## Key Responsibilities

### Camp Planning & Coordination

- Plan and coordinate wellness camps, retreats, and health programs from initial booking through completion.
- Coordinate camp dates, locations, schedules, participant numbers, accommodation, meals, transportation, and activities.
- Prepare detailed camp schedules and daily activity plans.
- Coordinate with Siddha doctors, Ayurveda doctors, naturopathy doctors, physiotherapists, therapists, and support staff.
- Ensure all required treatment rooms, equipment, materials, and supplies are available before the camp begins.
- Coordinate venue arrangements and ensure the location is suitable for planned wellness activities.
- Conduct pre-camp checks of accommodation, treatment areas, facilities, and other arrangements.

### Participant Management

- Handle camp enquiries, registrations, bookings, and participant communications.
- Maintain accurate participant lists and booking information.

- Communicate camp schedules, meeting points, accommodation details, and general guidelines to participants.
- Welcome participants and assist with registration and orientation.
- Understand participants' basic requirements and coordinate with the appropriate healthcare or therapy team.
- Respond professionally to participant questions, concerns, and requests.
- Collect participant feedback and report important concerns to management.

### On-Site Camp Management

- Manage the day-to-day operation of the camp and ensure activities follow the planned schedule.
- Coordinate transportation, accommodation, meals, treatment sessions, activities, and group movements.
- Ensure participants reach their scheduled treatments and activities on time.
- Monitor overall camp operations and resolve routine logistical issues quickly.
- Coordinate with local vendors, resorts, transport providers, and other service partners.
- Ensure cleanliness, safety, organization, and professional standards are maintained throughout the camp.
- Assist with emergency coordination and promptly inform the appropriate healthcare professional or management team when necessary.

### Administrative Responsibilities

- Maintain participant registration records and camp documentation.
- Track bookings, payments, expenses, vendor details, and other relevant administrative information.
- Prepare camp reports and post-camp feedback summaries.
- Assist with budgeting, quotations, invoices, and vendor coordination as required.
- Maintain an updated database of camp participants and service providers.
- Support promotional and outreach activities for upcoming wellness camps.

## Qualifications

- Bachelor's degree or relevant qualification in **Hospitality, Healthcare Administration, Tourism, Event Management, Wellness Management, Business Administration**, or a related field is preferred.
- Previous experience in wellness centres, hospitals, resorts, retreats, tourism, hospitality, events, or camp coordination is an advantage.
- Experience in organizing group programs or wellness retreats is preferred.
- Basic knowledge of traditional healthcare and wellness therapies is an advantage.

## Skills & Attributes

- Excellent organizational and coordination skills.
- Strong communication and interpersonal skills.
- Friendly, approachable, and professional personality.
- Ability to manage multiple tasks and schedules efficiently.
- Good problem-solving and decision-making abilities.

- Ability to work calmly under pressure.
- Strong customer-service orientation.
- Good computer skills and familiarity with basic office applications.
- Willingness to travel to different camp locations when required.
- Flexible to work weekends, holidays, or extended hours during camp programs.
- Ability to work effectively with doctors, therapists, staff, participants, vendors, and management.

## What We Offer

- Opportunity to work in a unique wellness and nature-based environment.
- Exposure to Siddha, Ayurveda, Naturopathy, Physiotherapy, and complementary wellness programs.
- Opportunities to coordinate wellness camps at **beach, village, waterfall, hill, dry-land, and resort locations**.
- Professional learning and development opportunities.
- Supportive and collaborative working environment.
- Competitive remuneration based on qualification and experience.
- Opportunities for career growth within the wellness and hospitality sector.