



## Program Coordinator

<b>Job Title:</b>	<b><i>Program Coordinator</i></b>
<b>Job Duration:</b>	<i>June 17, 2019 to August 25, 2019</i>
<b>Job Hours:</b>	<i>Full-time / Resident Camp Hours</i>
<b>Reports To:</b>	<b><i>Summer Camp and Outdoor Education Director</i></b>

### Job Purpose

The Program Coordinator shares the day-to-day responsibilities for both the Day Camp and Resident Camp programs with other associate coordinators (Counselor, Wellness and Belcarra). The Program Coordinator is specifically responsible for ensuring that programs operate effectively and cohesively on a day-to-day basis.

### General Responsibilities

1. In collaboration with the Summer Camp and Outdoor Education Director and the Associate Coordinators:
  - Plan and deliver required staff training components
  - Pro-actively identify and solve problems and areas of concern for staff, campers and volunteers
2. In collaboration with the Associate Coordinators:
  - Inventory all supplies and set up Associate Coordinators' office
  - Actively participate in planning and delivering summer staff training
  - Plan Day Camp and Resident Camp special events
  - Plan and disseminate weekly program schedules for all activities to staff and management
  - Greet and welcome all campers, staff and volunteers each day
  - Orient all campers to camp rules on first day
  - Relieve counselors as required
  - Remain visible and accessible to staff and campers
  - Coordinate *daily* cleanup of all program areas and the Associate Coordinator's workspace and *weekly* cleanup of all camper and staff accommodations
  - Attend Day Camp morning and afternoon circles
  - Contribute to weekly staff meetings re: leadership, camper concerns, volunteer-support etc.
3. Transport staff, campers and volunteers as required to meet program needs
4. Meet daily with Associate Coordinators and Summer Camp and Outdoor Education Director to discuss and evaluate the success of camping programs
5. Adhere to and support all camp policies and procedures as detailed in the Staff Manual



6. Report all accidents/incidents and program concerns to the Executive Director/Summer Camp and Outdoor Education Director
7. Assume designated role as assigned by Executive Director/Summer Camp and Outdoor Education Director/designate in the event of an emergency
8. Maintain high levels of staff morale and conduct by providing mentorship and support to staff and volunteers

### **Specific Duties and Responsibilities**

#### **Program**

- Special focus on developing unique and creative programming, SPEV and Wide Games
- Overseeing staff program facilitation

#### **Staff and Volunteers**

- Attend regular staff meetings re: program concerns
- Check in daily with all counselors
- Proactively identify and work to resolve counselor concerns and problems in a timely manner
- Report major staff issues to the Executive Director/Summer Camp and Outdoor Education Director
- Weekly assignment and supervision of evening “Stroll Patrol”
- Ensure high levels of staff morale by providing mentorship and support to all counselors
- Ensure staff and peers adhere to and support all camp policies and procedures as detailed in the Staff Manual
- Liaise/mediate between counselors when conflict arises, providing ideas for solutions and prevention
- Provide direct assistance to all program areas (including setup when necessary) and provide counselors with support, ideas, ongoing feedback
- Liaise with Food Service Manager/Cooks with respect to food-related program requirements (i.e. outdoor cooking, out trips or bag lunches)

#### **Administration**

- Report any program concerns to the Executive Director/Summer Camp and Outdoor Education Director/designate
- Contribute to and facilitate mid-summer staff evaluations (in attendance with Summer Camp and Outdoor Education Director) and provide written feedback for each counselor
- Ensure completion and timely submission of all counselor documents including: weekly schedules etc.
- Submit a Final Report detailing the status of programs at camp, making any recommendations for next season and any other constructive comments



### **Communication**

- Consult with parents when required
- Liaise with Housekeeping to ensure sanitary living conditions in staff quarters and the timely pack-up and exiting of cabins and cottages on the final day of each session

### **Other Duties**

- The Program Coordinator may be asked to assist in duties not listed above. Sasamat Outdoor Centre expects the support of all staff members in fulfilling objectives that may not be specific to this position

## **Qualifications**

### **Education**

- Post secondary education

### **Specialized Knowledge and Certification**

- Valid First Aid Certificate and CPR-C (or higher)
- Valid Class 4 driver's license
- Small Boat Operators' Certification
- Current RCA BC Advanced Solo/Tandem Canoe certification

### **Additional qualifications considered an asset**

- Bronze Cross or NLS (Pool, Waterpark or Waterfront)
- Wilderness First Aid
- High Five
- Food Safe
- Challenge Course or Ropes Training

### **Skills**

- Strong interpersonal and communication skills
- Ability to work independently and to exercise initiative
- Strong organizational ability
- Supervisory and management skill and experience
- Ability to work with a wide variety of ages and demographic groups
- Ability to take charge and motivate others
- Ability to supervise peers of a close age
- Ability to observe and assess staff and camper behavior, enforce safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Enthusiasm, sense of humour, patience, self-control



### **Experience**

- Two years of experience as a Counselor in a Day Camp, or Resident Camp, setting

### **Working Conditions**

- A resident role that requires the applicant to live on-site for the duration of employment (may require some weekend work)
- Requires working in an outdoor environment in all weather conditions
- May require working with difficult clients

### **Physical Requirements**

- Physical ability to lead a wide variety of challenging activities in an outdoor environment