Summer Camp Coordinator

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Sasamat Outdoor Centre Summer Camp Coordinator</th>
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<tbody>
<tr>
<td>Job Duration:</td>
<td>June 17, 2013 to August 24, 2013</td>
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<tr>
<td>Job Hours:</td>
<td>Full-Time/Resident Camp hours</td>
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<tr>
<td>Salary Band:</td>
<td>(Based on Qualifications &amp; Experience)</td>
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<td>Reports To:</td>
<td>Summer Camp and Outdoor Education Director</td>
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**Job Purpose**

Summer Camp Coordinators will share the day-to-day responsibilities for both the Day Camp and Resident Camp operations with two Associate Coordinators. Summer Camp Coordinators are responsible for the coordination, operation and support of programs ensuring their effective and cohesive operation on a day-to-day-basis; the training, support and supervision of all staff; camper wellness and the administering of medications and first aid; administration where/when applicable.

**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 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 clean up 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 and campers 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

Shared Coordinator Duties and Responsibilities

Staff and Volunteers

- 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
- Conduct weekly staff meetings re: leadership, camper concerns, volunteer support etc
- Assign and oversee daily and weekly site clean up by counselors and campers
- Ensure staff and peers adhere to and support all camp policies and procedures as detailed in the Staff Manual
- Weekly assignment and supervision of evening “Stroll Patrol”
- Ensure high levels of staff morale by providing mentorship and support to all counselors and monitor and support all counselors to ensure that the Association’s objectives and mission are met
- Oversee and support all volunteers during their placements throughout summer
- 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)
- Fill in for and relieve counselors as required
- Submit a Final Report detailing the summer’s progress/success, making any recommendations for next season and any other constructive comments
- Assume designated role as assigned by Executive Director/Summer Camp and Outdoor Education Director/designate in the event of an emergency
Administration

- Report issues related to staff, camper or volunteer wellness to the Executive Director/Summer Camp and Outdoor Education Director/designate
- Ensure completion of all relevant medical forms related to camper, staff or volunteer injury or illness
- Contribute to and facilitate mid-summer staff evaluations (in attendance with Summer Camp and Outdoor Education Director) and provide written feedback for each counselor and written feedback for each counselor

Communication

- Consult with parents when required

Other Duties

Out Trips

- Plan and coordinate Out Trips with Out Trip staff
- Act as direct liaison with parents, campers, and Out Trip staff to ensure program success when necessary

Medication

- Collect, secure and document medications from campers, staff and volunteers
- Prepare a weekly schedule for medication delivery and provide a copy to the Operations Manager
- Organize and manage the direct delivery of medications to campers, staff and volunteers and deliver medications appropriately and on schedule
- Organize and monitor first aid room supplies and make a written report to the Operations Manager regarding supply shortages
- Tend to general first aid incidents and resultant documentation

Additional

- Coordinators 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 in a relevant field

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

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 humor, patience, self-control

Experience
• Two years of experience as 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 (some weekends may be required)
• 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

Direct Reports
None