



Belcarra Day Camp Coordinator

Job Title:	<i>Belcarra Day Camp Coordinator</i>
Job Duration:	<i>June 17th – August 26th, 2024</i>
Job Hours:	<i>Full-time Seasonal / Day Camp Hours</i>
Salary	<ul style="list-style-type: none">• <i>Hourly Wage (Monday – Friday 40 hours/week)</i>• <i>\$19.15/hour</i>• <i>\$7813.20 // Seasonal Contract Including Training Dates Plus 4% Vacation Pay</i>
Reports To:	<i>Summer Camp and Outdoor Education Director</i>
Application Deadlines	<ul style="list-style-type: none">• <i>Open until filled</i>

Job Purpose

As a summer camp, Sasamat Outdoor Centre prides itself on creating an engaging and supportive community where children are made to feel included in the camp culture. The supportive nature of the camp allows for campers to try new activities and develop new skills with the help of caring staff members. Summer camp jobs are an exceptionally fun and rewarding way to spend your summer and creates lifelong friends and memories.

The Belcarra Day Camp program is located in Belcarra Regional Park, 5-minutes from Sasamat's main camp site. This program focuses on fun outdoor activities and hands-on learning programs for campers. Belcarra is a special day camp experience that allows our staff to have creative flexibility throughout their day and youth programs. Sasamat's Belcarra Day Camp program enjoys unique experiences to the area such as ocean-based voyageur canoe paddles, crab fishing, natural science, field games, and more! Every Tuesday campers and staff come to Sasamat's main site to enjoy other programs such as climbing and archery.

The Belcarra Coordinator is a supervisor role designed to support and coordinate the rest of the day camp staff team through their experience, knowledge, and leadership Monday to Friday. This person will demonstrate themselves to be an approachable staff member willing to lend advice and help, as well as answer questions other staff might have around; group management, first aid, program instruction, etc. They will also help design and deliver creative programs during staff training with the rest of Sasamat's coordinating team and Summer Camp Director.

Skills of a strong Coordinator are enthusiasm, creativity in youth programming, independence, genuine care for others and strong work ethic. All camp staff should be prepared to support camp as a whole and be prepared to share duties of other areas of camp when needed.



Summer Camp 2024 Training

- Coordinator training (June 17th – June 21st, 2024)
- Summer staff training week (June 24th – 28th, 2024)
- Policy and procedure training (April 20th, 2024)
- RCABC course days:
 - Level 1 – April 27th, 2024
 - Level 2 – May 5th, 2024
 - Level 3 – May 11, 2024
 - Level – May 18th, 2024
- RCABC Voyageur Canoe Course (Spring TBA)

General Responsibilities During Camp

1. In collaboration with the Summer Camp and Outdoor Education Director and associate coordinators
 - Pro-actively identify and solve problems and areas of concern for staff and campers
 - Help plan, create, and facilitate required day camp staff training components
 - Attend 100% of Coordinator staff training
2. In collaboration with day camp staff team and Summer Camp Director:
 - Remain accessible and open, within reason; to answer staff questions and give advice to the best of their ability.
 - Coordinate *daily* program clean up with day camp staff
 - Assist in cleaning and disinfecting of program materials
 - Contribute to weekly staff meetings re: leadership, team building, camper concerns, volunteer- support etc.
 - Inventory program supplies and fill out supply requests to the Summer Camp Director
 - Help plan day camp programs
 - Relieve day camp staff as required
 - Greet and Welcome campers and staff each morning
 - Assist in creating and disseminating weekly program schedules and other weekly resources to the day camp staff
 - Actively create and implement team building and staff bonding initiatives throughout the summer.



3. To Participate in 100% of pre-season staff training at camp and online
4. Adhere to and support all camp policies and procedures as detailed in the Staff Manual
5. Report all accidents/incidents and program concerns to the Executive Director/Summer Camp and Outdoor Education Director
6. Assume designated role as assigned by Executive Director/Summer Camp and Outdoor Education Director/designate in the event of an emergency
7. Maintain high levels of staff morale and conduct by providing mentorship and support to fellow staff
8. To submit a detailed medical, application, certifications, criminal record search forms and employee agreement to the Summer Camp and Outdoor Education Director no later than June 24, 2024.

Self Care

- Summer camp is a job like any other, where self-care is extremely important and camp staff are expected to be at work ready for an energy filled day or week of programs, maintain healthy practices, and balance personal/social lives appropriately.

Specific Duties and Responsibilities

- To submit a detailed medical, application, certifications, criminal record search forms and employee agreement to the Summer Camp and Outdoor Education Director no later than June 24, 2024.

Counsellors

- Special focus on counselor development through leading by example, offering advise, and helping answer questions or coming up with creative solutions to problems/ barriers.

Staff and Volunteers

- Attend regular staff debriefs
- Act as liaison for staff to management on site to address concerns and questions
- Proactively identify and work to resolve counselor concerns with the Summer Camp Director
- Report major staff issues to the Executive Director/Summer Camp and Outdoor Education Director
- Ensure high levels of staff morale by providing mentorship and leading by example
- 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
- Potentially respond to or assist in major first aid scenarios or first aid treatment

Administration

- Report counselor discipline or conduct concerns in writing to the Executive Director/Summer Camp and Outdoor Education Director/designate
- Report any program concerns to the Executive Director/Summer Camp and Outdoor Education Director/designate
- Contribute to and help facilitate mid-summer and end of summer staff evaluations (in attendance with Summer Camp and Outdoor Education Director) and help provide written feedback for each counselor
- Ensure completion and timely submission of all counselor documents
- 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 Facilities staff for assistance with COVID related cleaning, supply refills, or camper related cleaning needs.

Other Duties

- The Counselor 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 (Mandatory Before Start Date)

- OFA Level II / Equivalent / or higher
- Valid Class 4 driver's license
- Current RCA BC Advanced Solo/Tandem Canoe certification
- Clear criminal reference check
- ***Please note that Sasamat Outdoor Centre hosts Canoe courses throughout spring and helps staff members acquire their class 4 licenses through training, practice with our vehicles, and use of vehicles for exams.***



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
- OFA level 2 or equivalent

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 a Counselor in a Day Camp, or Overnight Camp, settings or equivalent experience in leadership, youth development, or youth based recreational programming or, teaching, and tourism.

Working Conditions

- A day camp team lead role (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



Signature: _____

Date: _____