



**Position: LEADERSHIP COORDINATOR**

**Description:** The Leadership Coordinator is responsible for the direct supervision, support and leadership of the campers and staff participating in the Leadership Programs (Leaders-in-Training and Counsellors-in-Training) at camp. By modelling strong and effective camp leadership the Leadership Coordinator will ensure that campers and staff have celebrated success while at camp, as well as mentoring and guidance when faced with challenges.

**Reports to:** Assistant Camp Director / Camp Director

**Staff Obligations:**

- To conduct oneself in a professional manner at all times and to respectfully represent the camp both on and off camp property.
- To model expected behaviour for staff and encourage enthusiastic participation in all camp activities.
- To be knowledgeable of, abide by and enforce all camp policies and procedures including those for emergencies, code of conduct, health & safety and behaviour management.
- To ensure that the safety, security, health and welfare of all campers and staff are the highest priority and to act accordingly.
- To deal effectively with behavioural and medical issues, accidents or other critical challenges that campers may present. All concerns and actions must be reported to the Assistant Director promptly and accident/behavioural reports must be filed for anything that occurs in your presence.

**Responsibilities:**

- To work with the Assistant Camp Director to administer the C.I.T. (Counsellor-In-Training) Program by planning and implementing the camp's 6-week training program.
- To Work with the Assistant Camp Director and L.I.T. Program Leader to produce detailed program plans for the C.I.T. and L.I.T. Programs 6-8 weeks prior to camp for review and approval.
- To supervise and support the L.I.T. Program Leader and campers in the Leadership Program on a daily basis.
- To work with the Assistant Camp Director in placing C.I.T.s in cabin groups for each session of camp.
- To give staff under your supervision positive and constructive feedback on a consistent basis and formally evaluate (in person and in writing) staff twice during the summer.
- To plan and facilitate training sessions for C.I.T.s during pre-camp orientation.
- To engage C.I.T. participants in self-reflective journaling, group discussion, role-playing, and practical exercises that give them opportunities to explore and practice leadership, problem-solving, communication, program planning, public speaking, behaviour management and conflict resolution skills.
- To conduct weekly in-person feedback sessions with each C.I.T. to discuss their progress and to provide positive and constructive feedback both orally and in writing.
- To provide guidance and program support to the L.I.T.'s & C.I.T.'s during the preparation and implementation of their community project.
- To write a camper award for each C.I.T. in the program that is positive and highlights the youth's strengths and progress at camp.
- To write a camper evaluation for each C.I.T. in the program at the end of each session reporting on their successes, challenges, and progress.
- To oversee and approve all L.I.T. evaluations and awards.
- To ensure that all preparations for your programs are complete before participants arrive each day.

- To attend all Visitors' Day Showcases (one per session) and assist as needed.
- To plan and attend a 3-day overnight trip with the L.I.T.'s and C.I.T.'s in a wilderness area with participation of the Head Staff.
- To notify the Assistant Director of participants who are having difficulty or who present behavioural problems in the Leadership Program.
- To provide general support to the camp during non-teaching hours. This includes active supervision and participation during sunrise/sunset, dismissal, camp-wide activities, meals and Visitors' Days.
- To work with the Camp Director and other Head Staff to design and implement staff orientation, in-service training, camp set-up, tear-down, and weekly staff meetings.
- To share with the staff team the duties of ensuring the camp-site is clean, organized and safe.
- To provide support to the Camp in any other camp related duties as required.

#### **Operational Requirements:**

- Ability to work in a high energy/busy environment
- Ability to occasionally work evening events and weekend overnight trips as required
- Current Standard First Aid & CPR Certifications (Red Cross or St. John's Ambulance) and a clear criminal records check are required for this position

#### **Personal Suitability:**

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|---------------------------------|---|
| • Good judgement                | • Organizational and planning skills      |
| • Initiative                    | • Flexibility                             |
| • Strong interpersonal skills   | • Nurturing                               |
| • Ability to resolve conflict   | • Enthusiasm/Ability to lead large groups |
| • Strong time management skills | • Dependability                           |

#### **Qualifications/Experience:**

- Must have completed a post-secondary program at a University or College in Social Work, Child & Youth Work, Psychology, Leadership, Education, Recreation or a related discipline
- Ability to work between the hours of 7:30am – 5:30pm (most work days will consist of a 9 hour day)
- Ability to work extended hours occasionally throughout the summer including weekly staff meeting days (until 6:00pm), two Visitors' Day Arts Showcases (until 9:30pm), Head Staff meetings (as needed) and for other special circumstances.
- At least 3 years previous experience working in a camp setting and/or with children
- Previous experience facilitating leadership programs for youth
- Experience working with children with behavioural challenges is an asset
- Ability to effectively communicate orally and in writing
- Must have strong organizational, planning, management, and leadership skills
- Must be responsible, hard working and enthusiastic
- Ability to accept feedback/constructive criticism
- Should have some experience in the performing and/or visual arts

#### **Availability:**

- Applicants must be available for:
  - May Staff Meetings: Head Staff, All Staff, Leadership Program Staff
  - Program Planning: 25 – 30 hours, May & June
  - Head Staff Preparation: June 11 – 22, 2012 (Monday to Friday, approx 30 hours/week)
  - Pre-Camp Training: June 25 - June 29, 2012
  - Camp Sessions: July 2 - August 17, 2012 (Monday to Friday)
  - Visitors' Day Arts Showcases: July 19 & August 16, 2012, until 9:30pm
  - Leadership Overnight Trip: July 26 – July 28, 2012
  - Post-Camp: August 20 - 24, 2012