



Position: PROGRAM COORDINATOR

Description: The Program Coordinator works with the Head Staff and Program Staff to ensure that the various administrative components of the camp program are coordinated efficiently while providing overall support to the Camp. The Program Coordinator also plans and facilitates hobbies for Upper and Lower Camp and all camp-wide programming including Spirit Days and The Quest.

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 Camp Director promptly and accident/behavioural reports must be filed for anything that occurs in your presence.

Responsibilities:

- To oversee the scheduling of all Hobby programming and to ensure that appropriate staff to camper ratios are maintained.
- To plan and deliver safe, fun and age appropriate activities (including arts, crafts, sports and cooperative games) on a daily basis with campers in Lower Camp and Upper Camp.
- To finalize and create the session schedule and session calendar, to make changes as needed, and inform all staff of changes.
- To prepare weekly room schedules for all the hobby activities ensuring that program areas have the space they require.
- To liaise with Program Staff to collect lesson plans and supply requests.
- To order, organize and distribute supplies needed to all program areas including counsellor led activity supplies, in accordance with the camp budget.
- To contact companies to request in-kind donations of camp supplies.
- To perform weekly supply inventories during camp of sports equipment, hobby supplies, and communal supplies and to order/pick-up additional supplies as needed in conjunction with the camp budget.
- To coordinate and oversee the move into and out of the camp-site at the beginning and end of the camp season.
- To work with Program Staff to create and execute three spirit days and one camp-wide theme day (The Quest) during each session. Duties include providing information for parents/guardians, preparation of staff, arranging for any materials, props or decorations, set up, facilitation of the activities, and clean up.
- To implement and execute the RIZE Points System for each session of camp.

- To work with the Sections Heads to facilitate the Emergency Lunch Program.
- To continue creating and adding to Camp's Activity Guide, a resource binder for camp activities.
- To assist Counsellors and Program Staff when additional coverage is required.
- To run off-site camp errands as required.
- To share with the staff team the duties of ensuring the camp-site is clean, organized and safe.
- To provide administrative, leadership, and program planning support for in-house performances, theme days, day-to-day operations, end of camp ceremonies and Visitors' Days as required.
- To actively participate in pre-camp orientation, camp set-up, tear-down and staff meetings.
- To provide support to the Camp Director in any other camp related duties required by the camp.

Operational Requirements:

- Ability to work in a high energy/busy environment
- Ability to occasionally work extended hours, 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 | • Discretion |
| • Ability to resolve conflict | • Excellent multi-tasking skills |
| • Strong time management skills | • Attention to Detail |

Qualifications/Experience:

- Must be working towards or have completed a post-secondary program at a University or College in Humanities, Business, Administration, Education, or a related discipline
- Previous experience in a camp environment
- Ability to work between the hours of 7:30am – 5:00pm (most work days will consist of an 8.5 hour day)
- Ability to work extended hours occasionally throughout the summer including weekly staff meeting days (until 6:00pm), two Visitors' Days Arts Showcases (until 9:30pm) and for other special circumstances
- Ability to work independently and in a team setting with strong organizational and planning skills
- Ability to effectively communicate orally and in writing
- Ability to accept feedback/constructive criticism
- Should have some experience in the arts
- Previous experience planning and coordinating programs/activities for large groups
- Strong working knowledge of MAC applications (including WORD, Excel and Power Point) and experience in an office environment
- Experience with graphic software such as Photoshop, Illustrator, Quark, and/or In-Design would be an asset
- Access to a car is an asset

Availability:

- Applicants must be available for:
 - May Staff Meetings: All Staff, Program Staff
 - Program Planning: 15-20 hours, May & June
 - Program Preparation and Move to Camp: 2 days beginning of June & June 20-22, 2012
 - 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
 - Post-Camp: August 20 – 23, 2012