



Position: YEARBOOK COORDINATOR

Description: The Yearbook Coordinator is responsible for the planning and implementation of the Yearbook Minor for Upper Camp. As a member of the Program Staff, he/she will also be responsible for the planning and implementation of hobbies for both Lower Camp and Upper Camp. Their role is to facilitate exciting daily activities that help to create an important balance between the arts and non-arts activities conducted at camp. Program Staff, with guidance from the Program Coordinator, will plan and facilitate all camp-wide programming including Spirit Days and The Quest.

Reports to: Program Coordinator/Assistant 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 and abide by 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 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 involve the counselling staff in a major role during the time their group is participating in yearbook minor/hobbies.
- To provide camper support during the yearbook minor/hobbies you teach including supervision, instruction, and appropriate discipline when required.
- To provide lesson plans & photography list for yearbook minor to the Assistant Camp Director by June 15, 2012.
- To create the H.A.C. Yearbook (in calendar format) using graphic design software.
- To take photos of camp activities/programs throughout the summer.
- To work with other Program Staff to provide lesson plans and a list of supplies needed for hobbies to the Program Coordinator during pre-camp training.
- To work with other Program Staff and the Program Coordinator to help create a hobby schedule for each week of camp.
- To ensure that all preparations for your programs are complete before participants arrive each day.
- To actively fulfil the role of a substitute counsellor for any age/cabin as required.
- To assist the Program Coordinator in implementing the RIZE Points System.

- To assist the Program Coordinator and work with other 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 attend all Visitors' Day Arts Showcases (one per session) and help to supervise the campers until they are picked up by a guardian.
- To actively participate in pre-camp orientation, camp set-up, in-service training, staff meetings and post-camp tear-down.
- 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 staff 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 | • Flexibility |
| • Initiative | • Nurturing |
| • Strong interpersonal skills | • Enthusiasm/Ability to lead large groups |
| • Ability to resolve conflict | • Dependability |
| • Strong time management skills | |

Qualifications/Experience:

- Must be at least 19 years old (as of December 31, 2011) and be working towards or have completed a post-secondary program at a University or College.
- Experience teaching some or all of the following: photography, graphic design, arts & crafts, etc.
- At least 2 years previous experience working in a camp setting and/or with children
- Must have experience using MAC graphic design software: Illustrator, In Design, Photoshop.
- Must have experience taking photographs using an SLR camera.
- Ability to work between the hours of 7:30am – 5:00pm (most work days will consist of an 8 ½ 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) and for other special circumstances
- Experience working with children with behavioural challenges is an asset
- Ability to work independently and in a team setting
- Must have strong organizational and leadership skills
- Must be responsible, hard working and enthusiastic
- Ability to accept feedback/constructive criticism
- Demonstrated interpersonal and effective communications skills
- Should have some knowledge/interest in the arts

Availability:

- Applicants must be available for:
 - May Staff Meetings: All Staff, Program Staff
 - 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

In addition to the staff application form, all applicants must submit digital examples of their photographs and/or graphic design work. Please email your portfolio to rosie@horizonartscamp.org.