

# Day Camp Coordinator

## Job Description

**REPORTS TO:** Summer Program Director

**WORK TIME:**

- 40 hours devoted to supporting Staff Hiring & Program Promotion (February 1-April 30)
- 20 hours per week to assist with Staff Training & Customer Support (May 1-June 23)
- Two weekends of Pre-Camp Training (May 28, June 23-25)
- Nine weeks of Program Preparation & Delivery (June 26-September 1)
- One week unpaid vacation in July

**GENERAL DESCRIPTION:**

The Day Camp Coordinator is accountable to the Summer Program Director for the development and delivery of the Day Camp Program, including all program content, activities of assigned Day Staff, program participants & related support services necessary for the operation of this program. This role will support a large team & thus, requires strong interpersonal skills, conflict management skills as well as organizational ability. This position calls for adaptability & an interest in supporting the Senior Staff in incorporating more of the Scouting Principles and Canadian Path into the Summer Camp Program.

**DUTIES & RESPONSIBILITIES:**

1. Assist Summer Program Director in the selection of Program & Support Services Staff.
2. Assist in planning & implementation of Staff training.
3. Responsible for on-site supervision of assigned Day Camp Staff.
4. Organize participants' following late arrivals and/or prepare for participants' early pick-ups daily.
5. Assist in handling disciplinary concerns involving assigned staff and/or program participants.
6. Assist Summer Program Director in completing mid-term and final evaluations of Day Camp Staff.
7. Ensure that duly completed Incident Reports are forwarded to the Summer Camp Administrator.
8. Assist in Summer Camp Promotion.
9. Responsible for all equipment used for assigned Day Camp program.
10. Assist in the set-up and take down of camp, and weekly changeover to weekend user groups.
11. Other related duties as required.

**QUALIFICATIONS:**

1. Minimum of 21 years of age.
2. Experienced (minimum one season) in program planning and staff supervision.
3. Current Standard First Aid/CPR (Level C).
4. Embodies personal beliefs in keeping with the Mission, Principles & Practices of Scouts Canada.
5. Demonstrated appropriate attitude, skills & knowledge for the position.
6. Proven leadership, customer service & conflict resolution skills.
7. Strong communication & human relations skills.
8. Completes Scouts Canada screening process including a clear Police Records Check, with Vulnerable Sector Screening.
9. Values constructive feedback and opportunities for personal and professional growth.
10. Is prepared to complete all necessary training, including additional Pre-Camp Training if deemed necessary.
11. Willing to work non-traditional hours.

If you think you will make a great addition to the team, please complete our [Online Application](#) by January 8, 2017. Scouts Canada, thanks you for taking the time to consider this position. Please understand that only individuals chosen for an interview will be contacted.

For more information about Scouts Canada visit our website at [www.scouts.ca](http://www.scouts.ca). For more information about Camp Samac Summer Program, go to <http://wpc.scouts.ca/ca/camp-samac-summer-programs>.

