

Day Camp Coordinator

Job Description

REPORTS TO: Summer Program Director

WORK TIME:

- 40 Pre-Camp hours devoted to supporting staff hiring & program promotion (February-April)
- Part-time hours beginning May 1 to develop Staff Training Model & assist with Program Preparation
- Two weekends of Pre-Camp Training (May 26, June 21-23)
- Ten weeks of full-time Program Preparation & Delivery (June 24-August 30)

GENERAL DESCRIPTION:

The Day Camp Coordinator is responsible for the development & delivery of the Day Camp Program. With the common goal of enhancing the Day Camp program for youth, this role will support a large team; thus, successful candidate must possess strong interpersonal and communication skills with proven organizational abilities. The Day Camp Coordinator is the front-line representative for parents/guardians and community partners; a clear commitment to the prescribed duties is imperative for program success.

GENERAL RESPONSIBILITIES:

1. Assist Summer Program Director with selection and evaluation of Day Camp Counsellors.
2. Assist in planning & implementation of staff training.
3. Assist in handling disciplinary concerns involving campers according to progressive discipline principles.
4. Attend promotional events to share program information with community members.
5. Responsible for all equipment assigned to the Day Camp Program.
6. Provide feedback to the Summer Program Director at weekly Senior Staff meetings.
7. Assist in the set-up/take down of camp & weekly turnover to weekend user groups.
8. Contribute to day-to-day office operations (i.e. answering phone calls, tending to parent concerns, assisting with scheduling)
9. Review weekly program plans and provide timely, concise feedback for Day Counsellors.
10. Conduct regular evaluations for Day Counsellors and end-of-year performance reviews/debriefs with employees.
11. Coordinate early pick-ups for campers with staff daily.
12. Check in/report on camper absences as required.
13. Tend to parent inquiries/concerns related to the Day Camp program.
14. Purchase & organize required weekly supplies according to operating budget.
15. Other duties as required.

QUALIFICATIONS:

1. Experienced in program planning and staff management/supervision.
2. Knowledgeable of camping equipment, maintenance, and outdoor skills.
3. Training in accessibility & inclusion to meet all participants' needs.
4. Proven ability to provide direction and guidance to others as necessary.
5. Ability to make decisions in high-stress situations.
6. Current Standard First Aid & CPR (Level C).
7. Embodies personal beliefs in keeping with the Mission, Principles & Practices of Scouts Canada.
8. Demonstrated appropriate attitude, skills & knowledge for the position.
9. Proven leadership, conflict resolution/mediation, and customer service skills.
10. Superb oral and written communication skills.
11. Completes Scouts Canada screening process including a clear Police Records Check, with Vulnerable Sector Check.
12. Willingness to complete all necessary training, including additional Pre-Camp Training if deemed necessary.
13. Willingness to work non-traditional hours.

If you think you will make a great addition to the team, please complete our [Online Application](#) by December 31, 2018. Scouts Canada, thanks you for taking the time to consider this position. Please understand that only individuals chosen for an interview will be contacted.

