

Events/Inclusion Coordinator

Job Description

REPORTS TO: Summer Program Director

WORK TIME:

- 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 Events/Inclusion Coordinator is responsible for the development & delivery of our weekly large-scale events, including all lunchtime, Parents' Night, & Camp-Wide entertainment. This position is responsible for all equipment, supplies & services necessary for the operation of said events. This position is also a key supporter within our Summer Programs. With the common goal of enhancing participation of youth with exceptionalities, this role will oversee events to ensure accessibility & support-services. This role supports a large client-base; thus, the successful candidate must possess strong interpersonal and communication skills with proven organizational abilities. This position requires a clear commitment to the prescribed duties as they are imperative for overall program success.

GENERAL RESPONSIBILITIES:

1. Assist Summer Program Director with the evaluation of Inclusion Staff.
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. Provide feedback to the Summer Program Director at weekly Senior Staff meetings.
6. Assist in the set-up/take down of camp & weekly turnover to weekend user groups.
7. Contribute to day-to-day office operations (i.e. answering phone calls, tending to parent concerns, assisting with scheduling)
8. Responsible for the development & execution of weekly camp-wide events for upwards of 175 participants, aged 5-13 years.
9. Plan & lead daily lunchtime challenges as entertainment for youth.
10. Conduct regular evaluations for Inclusion Staff and end-of-year performance reviews/debriefs with employees.
11. Facilitate and oversee support of participants with exceptional needs; collaborate with campers, families & staff to determine effective inclusion strategies and alternative programming options when deemed necessary.
12. Correspond and connect with community partners as required.
13. Assist Summer Program Director with updating Social Media regularly.
14. 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.

