

Residential 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 Residential Camp Coordinator is responsible for the development & delivery of the Residential Camp Program, including all program content, activities of assigned Residential Staff, program participants & related support services necessary for the operation of this program. This role will support a team with overnight responsibilities & thus, requires strong interpersonal & conflict management skills as well as outdoors skills. This position calls for adaptability and 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 Residential Camp & Kitchen Staff.
2. Assist in planning & implementation of Staff training.
3. Responsible for coordinating residential Camp program activities, materials & staff duties.
4. Responsible for on-site supervision of assigned Residential Camp, Senior Programs & Kitchen Staff.
5. Assist Senior Programs Coordinators with discipline in the absence of the Summer Program Director.
6. Schedule weekly Residential Camp Staff meetings with approved agendas.
7. Assist in handling disciplinary concerns involving assigned staff and/or program participants.
8. Assist Summer Program Director in completing mid-term & final evaluations of Residential Camp & Kitchen Staff.
9. Assist in Summer Camp Program promotion.
10. Responsible for all equipment used for assigned Residential Camp program.
11. Work with the Camp Warden with regards to equipment & supplies.
12. Assist in the set-up & take down of camp, and weekly changeover to weekend user groups.
13. Supervise the Kitchen Staff & ensure quality meals are being delivered to program participants.
14. Other related duties as required.

QUALIFICATIONS:

1. Minimum of 21 years of age.
2. Experienced (a minimum of one season) in program planning & staff management/supervision.
3. Experienced in camping equipment, maintenance and outdoor skills.
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. Is prepared to complete all necessary training, including additional Pre-Camp Training if deemed necessary.
10. Willing to work non-traditional hours
11. In good physical health.

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. For more information about Camp Samac Summer Program, go to <http://wpc.scouts.ca/ca/camp-samac-summer-programs>.

