

# Residential 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 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 Canadian Path principles into the Summer Camp Program.

### DUTIES & RESPONSIBILITIES:

1. Assist Summer Program Director with selection and evaluation of Residential Staff.
2. Develop and lead large-group night activities for campers and staff.
3. Assist in planning & implementation of staff training.
4. Assist in handling disciplinary concerns involving Residential Camp staff/campers according to progressive discipline principles.
5. Attend promotional events to share program information with community members.
6. Responsible for all equipment assigned to the Residential Program.
7. Provide feedback to the Summer Program Director at weekly Senior Staff meetings.
8. Assist in the set-up/take down of camp & weekly turnover to weekend user groups.
9. Monday to Friday overnight residence required (1 night off).
10. 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.

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

