

# Senior Programs Coordinator

## Job Description

**REPORTS TO:** Summer Program Director  
**SUPERVISOR:** Residential Camp Coordinator

### WORK TIME:

- 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 Senior Programs Coordinators (2 positions) are responsible for the development & delivery of the Leadership Training (LT) & Counsellor-in-Training (CIT) programs, including all program content, related activities & program participants. This position is also responsible for all equipment, supplies & services necessary for the operation of said programs. This pair must possess strong leadership skills & be passionate about working with adolescents (aged 13-16 years). This position requires 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. Responsible for coordinating all aspects of the LT & CIT programs including activities & materials.
2. Responsible for all equipment used for assigned programs.
3. Assist in handling disciplinary concerns involving Senior Program participants.
4. Write final evaluations for program participants in the CIT program.
5. Submit any supply requests to Summer Program Director.
6. Provide reports to the Summer Program Director at weekly Senior Staff meetings.
7. Assist in the set-up and take down of camp and weekly turnover to weekend user groups.
8. Monday to Friday overnight residence at Camp required for CIT periods (1 night off) and on Thursdays for LT periods.
9. Other related duties as required.

### QUALIFICATIONS:

1. Minimum of 18 years of age, 21 years of age preferred.
2. Experienced (a minimum of one season) in program planning and staff supervision in a camp setting.
3. Current Standard First Aid/CPR (Level C).
4. Embodies personal beliefs in keeping with the Mission, Principles and Practices of Scouts Canada.
5. Demonstrated appropriate attitude, skills and knowledge for the position.
6. Proven leadership, customer service and conflict resolution skills.
7. Strong communication and human relations skills.
8. Completes Scouts Canada screening process including a clear Police Records Check, with Vulnerable Sector Check.
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](http://www.scouts.ca). For more information about Camp Samac Summer Program, go to <http://wpc.scouts.ca/ca/camp-samac-summer-programs>.

