

# Senior Programs Coordinator

## Job Description

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

### 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 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 Canadian Path principles into the Summer Camp Program.

### DUTIES & RESPONSIBILITIES:

1. Responsible for coordinating all aspects of the Senior Programs, including planning activities and required materials.
2. Responsible for all equipment used in the assigned programs.
3. Assist in handling disciplinary concerns involving Senior Programs participants according to progressive discipline principles.
4. Organize and collect evaluations, and debrief 1:1 with all participants.
5. Submit weekly supply requests to Day Camp Coordinator.
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. Monday to Friday overnight residence required for CIT sessions (1 night off) and Thursdays only during LT sessions.
9. Other duties as required.

### QUALIFICATIONS:

1. Experienced in developing and supervising leadership programming for adolescents.
2. Experienced in working with teenaged youth; comfortable supporting youth with sensitive matters.
3. Training in accessibility & inclusion to meet all participants' needs.
4. Proven ability to provide direction to others as necessary.
5. Ability to collaborate and work effectively in a close partnership for the duration of the contract.
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, teamwork, planning & administrative abilities.
10. Strong communication & customer service 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>.

