

Special Events Coordinator

Job Description

REPORTS TO: Summer Program Director

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 Special Events Coordinator is responsible for the development & delivery of the weekly large-scale events, including all lunchtime, Parents' Night, & Camp-Wide entertainment. This position is also responsible for all equipment, supplies & services necessary for the operation of said events. This Coordinator role must possess strong leadership & organizational skills, & creativity. 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 planning engaging Parents' Night activities weekly & organizing respective supplies.
2. Responsible for planning & implementing Camp-Wide event each Friday afternoon for upwards of 150 participants (aged 5-16), organizing respective supplies, & instructing approximately 40 Staff appropriately.
3. Assist the Summer Program Director with the collection & organization of weekly Supply Request forms.
4. Collaborate with the Camp Administrator to ensure Social Media is updated regularly with program information.
5. Provide reports to the Summer Program Director at weekly Senior Staff meetings.
6. Support with regular office duties including but not limited to: answering/returning phone calls & voicemails, tending to parents' inquiries on-site, & assisting with in-office camper supervision.
7. Assist the Summer Program Director with program promotion & marketing as needed.
8. Collect camper photo release information from Staff & develop/maintain photo-sharing medium for parents/guardians.
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 in a Camp setting.
3. Marketing & promotion experience is a strong asset.
4. Current Standard First Aid/CPR (Level C).
5. Embodies personal beliefs in keeping with the Mission, Principles & Practices of Scouts Canada.
6. Demonstrated appropriate attitude, skills & knowledge for the position.
7. Proven leadership, customer service & communication 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.

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>.

