



Camp Coordinator

The Camp Coordinator team proves to be an integral component of camp and of the leadership team. This team is primarily responsible for creating a fun and engaging camp program for all and provide staff with the tools and support they require to provide a safe and positive experience for our campers. This shared role, will allow each person to work in areas of interest and share the load of running camp programming.

Qualifications

- Ideally completed at least 3 years of post-secondary education.
- Proven leadership and interpersonal skills
- Ability and experience in supervising staff and campers.
- Experience with working at a camp or in a similar recreational setting
- Clear Criminal Record Check with Vulnerable Persons Search
- Clear Child Welfare Check
- Have valid Standard First Aid and CPR-C Certificates, or willing to obtain
- Class 2 or 4 driver's license, or willing to obtain
- Challenge Course Practitioner Level 1, or willing to obtain

General Responsibilities include:

- Work cooperatively with the other Camp Coordinator:
 - Plan and execute camp programs and activities that feature outdoor living, creativity, education and adventure.
 - Assume responsibility of camper care and safety by being available to assist in higher needs situations.
 - Mentor and support the staff team.
- Ensure that safety standards and procedures are maintained.

Specific Duties

- Plan, supervise, run and evaluate a creative programming for the campers and providing required supports to the staff team, to assist with execution of these programs.
- Responsible for ensuring counsellors and staff are aware of any medical concerns or special needs within their group.
- Assist the staff with adapting programs as needed to meet the needs of the campers.
- Assist in the supervision of the campers, as needed or when support is sought out.
- Evaluate programs to ensure that the mission and values of Camp Tamarack are being considered and met.
- Ensure that all supplies, materials and resources are available to staff when they need them.
- Relay any concerns of the staff, campers and general public to the Director.
- Assist in camper recruitment, through school presentations.
- Work cooperatively with the Director in scheduling and executing staff orientation.
- Check in with staff on a weekly basis and discuss their performance and concerns with the Director.
- Write a weekly communication report on the details of each camp session.
- Complete an end of summer report to the Director and Board.

Date of Contract: approx. May 1 – August 31, 2019

Wage: \$400 - 450 per week, room and board provided (Canadian Students returning to full time studies in the fall, may be eligible for grant subsidy).

Apply Online: <http://camptamarack.ca/employment/summer-positions>