



## **Adventure and Wilderness Program Coordinator**

The Program Coordinator proves to be a key member of the leadership team. They are primarily responsible for creating a fun and engaging camp program for all of our campers. This person is a support for our staff team, helping ensure they strive to succeed and create experiences for our campers.

### **Qualifications**

- 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
- Have valid Standard First Aid and CPR-C Certificates, or willing to obtain
- Class 4 driver's license, or willing to obtain (asset)
- ACCT Challenge Course Practitioner Level 1, or willing to obtain (Course offered, May 6 - 10)
- Clear Criminal Record Check with Vulnerable Persons Search
- Clear Child Welfare Check (Alberta Residents Only)

### **General Responsibilities include:**

- Work cooperatively with the Assistant Camp Director and the Creative Arts Program Director
  - Plan and execute camp programs and activities that feature outdoor living, creativity, education and adventure.
  - Mentor and support the staff team.
- Communicate programming and scheduling issues to the Assistant Camp Director or Director.
- Work with the Assistant Camp Director on Adventure and Wilderness Programming
- Ensure that safety standards and procedures are maintained.

### **Specific Duties**

- Plan, supervise, run and evaluate a creative program for the campers.
- Responsible for explaining and designating daily/weekly activities.
- Evaluate program to ensure that the goals and objectives of Camp Tamarack are being met.
- Assist in the supervision of the campers.
- 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 Assistant Director or Director.
- Create and deliver school presentations to promote camp programs.
- Work cooperatively with the Director in scheduling and executing training week.
- Discuss with director/ assistant director the performance of all staff.
- Write a weekly communication report on the details of each camp session.
- Complete an end of summer report to the Director and Board.
- These are not the only duties to be performed. Some duties may be reassigned, and other duties may be assigned as require



**Date of Contract:** April 29<sup>th</sup> – August 28<sup>th</sup> , 2024 (fall extension available)

**Wage:** \$560/week Plus, accommodation for duration of contract. Meals provided during training, overnight programs and camp sessions. Ideally candidates will be able to qualify for the Canada Summer Jobs Grant program

**Please note:** Candidates must be 18+ for this role

**To apply:** go to <https://camptamarack.ca/get-involved/employment/>