



Job Description Program Coordinator

Candidates in this position are expected to demonstrate good work ethic, dependability and leadership experience. The Program Coordinator is responsible for developing, animating, and supporting program activities including sports and recreation, arts and crafts, music, and thematic events for an integrated population of campers with varying challenge and abilities. The program coordinator manages schedules and leads animators while ensuring safety and security of all campers, including necessary adaptations based on camper's abilities. This position requires high levels of energy, an outgoing personality, as well as leadership skills and a willingness to work with clientele of all ages and abilities. The Program Coordinator must be able to clearly communicate directives to all age groups, while being mindful of our camper populations.

Pre-requisites

- Minimum 18 years old
- Pass police background check
- Camp experience or equivalent volunteer/community involvement
- Minimum one year relevant field of study or work experience

Terms of employment

- Report to camp director
- Full time, live on-site, 9 to 10 weeks starting late June, starting salary \$ 350.00/week
- Required to participate in pre-camp meetings and training session (dates to be determined)
- One day off per week (24 hours), room and board included.

Responsibilities

1. Primary Job Functions
 - a. Participate in pre-camp program meetings to learn and understand the needs and limitations of varied camper populations
 - b. Program development to meet the needs of individual camper groups (10 general recreation activities for mainstream campers and at least 4 promote integration between mainstream campers and campers with intellectual disabilities/mental health disorders, families, and seniors.
 - c. Assemble and set up equipment and materials required to run activities and provide modifications/adapted materials, as needed.
 - d. Implement safe and fun activities thematically integrating nature and the environment
 - e. Lead canoe trips, fishing workshops, and use existing hiking trails.
 - f. Plan and animate camp outs in the woods.
 - g. Evaluate and review the success, create suggestions for future improvements.
 - h. Manage activity schedules and activity locations
 - i. Collaborate and communicate with program staff to coordinate activity schedules
 - j. Coordinate activity schedules between camper groups
 - k. Maintain active communication with fellow staff to ensure that program needs are being addressed in a timely and efficient manner
 - l. Build a reference binder of recreation activity plans including adaptations and recommendations relevant to each of our camper groups.

1. General Camp Leadership:

At all times you are an ambassador of Camp Kinkora and its values of community service and leadership. We maintain a high standard of expectation that all employees will;

- a. Be a positive role model to campers, volunteers and staff
- b. Total presence at all meals and staff meeting
- c. Stay emotionally and physically healthy for the duration of the contract
- d. Respect nightly curfew of 12:00 am (exception the eve of your scheduled day off)
- e. Assist with / participate in all camp events and programs as needed
- f. Participate in any tasks deemed necessary to the safe and fun functioning of the camp
- g. Use of cellphones, computers, video players for your personal use, is strictly limited to your free time/breaks and must not be used in the vicinity of campers.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of camp staff. All staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.