

Office Address

201 – 380 Leathead Road,
Kelowna, BC, V1X 2H8

**Camp Address**

2411 Westside Place,
Kelowna, BC, V1Z 3T5

Program Coordinator

RESPONSIBLE TO: Camp Director

All incidents that attract or potentially attract media attention are to be reported to the Chairperson of the Board. All other reporting is to the Program and Staffing committee through their designated committee chair.

Responsible for the programming and day-to-day running of the camp. Responsible for the supervision of camp staff, campers, volunteers, program and activities throughout the summer camping season.

QUALIFICATIONS:

- Demonstrated commitment to the Christian aims and purposes of the Camp
- Minimum of 2 years of leadership and administrative experience in a camping or related field
- Belief in the individual worth of the camper, ability to relate and interact with children
- Strong communication and conflict resolution skills
- Basic word and computer skills for administrative responsibilities
- Demonstrated ability to promote staff morale, cooperation, assertiveness, creative planning for change and innovations, and ongoing professional development of self and others
- Demonstrated ability to manage time and resources, implement activities to promote cooperation among relevant others, and supervise staff training and leadership development
- Demonstrated ability to use factual knowledge, prior learning and basic principles to support decisions and actions, and integrate best practices for outdoor children/youth camping programs and environmental education
- Ability to promote camper focused staff and youth leadership development-sensitive to diverse staff skills and abilities
- Demonstrated ability to integrate and evaluate pertinent data from multiple sources to problem solve effectively
- Ability to instruct people about topics essential to outdoor camping program, environmental awareness, leadership development, safety, and well being
- Physical abilities to perform the duties of the position
- Criminal Record and Vulnerable Sector Check
- Must be at least 21 years old but preferred 25
- Current first aid preferred

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Communication Responsibilities:

- Report any issue that may attract media attention to the Camp Director
- Report incident level sick/injured campers/staff to Camp Director and assist in contacting parents/guardians as directed
- Lead daily meetings with staff and volunteers. Report concerns and request meetings with the camp director
- Plan and participate as an official representative of the Camp in publicity events
- Team build and communicate with all staff and volunteers prior to Camp start up. Ensure they have an overview of program, when to arrive at Camp, and what to bring
- Post and communicate camp program schedule, breaks, meal times
- Welcome and orient weekly volunteers, ensure arrangements are made if volunteers are arriving early (eg. the night before)
- Role model effective leadership and collaboration
- Introduce special guests

Administrative Duties:

- Provide a complete evaluation report of the program coordinator position to Camp Director by Aug 31. Purpose of the report is to improve overall programming and service
- Maintain BC Camping Accreditation standards and compliance with all Camp Owaissi policies and procedures as per the Staff Manual
- Perform other administrative duties as directed by Camp Director
- Must be available when Camp is to be accredited or inspected by any licensing authority

Program Development Responsibilities:

- Be responsible for all programs provided for the camper. Lead and facilitate planning and implementation, in accordance with the aims, purposes and traditions of the Camp
- Develop Staff Training, Spirit Day, and the Leadership camp program utilizing the Camp Staff Manual, Youth Leadership manual, board approved curriculum, BC Camping Accreditation standards, and other resources in consultation with the Program and Staffing committee. Include outdoor leadership and education development within allocated board approved budget
- Work with the Program planning team, consultant/s and Chaplain to develop age appropriate program

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Safety Responsibilities:

- Ensure high standards of safety and emotional/physical health of campers, staff and volunteers
- Perform weekly risk assessment & weekly safety drills
- Visually observe the assigned staff and volunteers in performance of their duties, as well as behavior of campers in their care, and provide guidance as needed
- Visually identify hazards in the Camp operation and respond appropriately
- Train staff to maintain a high level of risk awareness and a clear protocol for reporting risks in a timely manner as per policy and procedures

Supervisory Responsibilities:

- Have a high standard for the care of personal space and supervision of the space of staff/volunteers
- Be onsite in a supervisory capacity during Spirit Day, Staff Training, Leadership camp and all camps while children are onsite
- Supervise pre-camp readiness and coordinate purchasing of necessary supplies with the camp director
- Work with the camp director to determine cabin arrangements for upcoming sessions
- Responsible for ensuring Camp cleanup according to policies and as directed/supervised by the Property Manager
- Produce progress reports on staff and volunteers
- Ensure policies and rules are posted and understood by campers, staff and volunteers, including curfews