



## Camp Coordinator

<b>REPORTS TO:</b>	Recreation Coordinator
<b>HOURS:</b>	37.5-40 Hours/Week
<b>PAY RATE:</b>	\$18.50/hr
<b>TERM:</b>	Contract Full-Time

### Who Are We:

Alison Neighbourhood Community Centre is a grassroots neighbourhood-based organization that encourages individual and community growth through recreational activities, special events, youth programs and volunteer opportunities. Our organization started in 1991 with a group of moms looking for ways to connect with each other and to provide opportunities for their children to participate in affordable recreation programs. We come to work each day to ensure all Alison neighbourhood community residents experience an inclusive and thriving neighbourhood where everyone belongs.

### What We Are Looking For:

*A vital part of the Alison Neighbourhood Camp team, the Camp Coordinator is an enthusiastic and caring leader who, together with the Recreation Coordinator, advocates for and oversees all aspect of children's activities and programming for Alison Neighbourhood Camps. Able to multi-task, the Camp Coordinator needs to be measured and resourceful, personable, accountable, and have an incredible imagination!*

### Areas of Responsibility

#### *Pre-Camp: 8 weeks*

- Team Lead in creation and planning of program themes, skits, and activities;
- Participate in all staff training sessions;
- Assist in the facilitation of some staff and LIT training sessions.

#### *Day Camp: 7 weeks*

##### Program Coordination

- Leader in implementation and execution the daily program, activities, and off-site trips;
- Lead and coach LIT's in assistance with program delivery;
- Adapt to changing COVID-19 health and safety protocols by creating contingency plans for camp program, including but no exclusive to offsite program deliveries and/or virtual programming;
- Utilize diversity and inclusion practices to inform the summer camp program delivery;
- Interact with children, enhancing their experience through development of relationships;
- Coach and mentor Camp Leaders in team development, communication and conflict resolution;
- Support Camp Leaders in role when needed;
- Work with an understanding and sensitivity to the multi-cultural needs of our community.
- Ensure adherence to Alison Neighbourhood Community Centre Summer Camp Manual to ensure the highest quality of service delivery.

##### Administrative

- Ensure adequate supplies are available for programs, maintaining inventory lists and purchasing supplies as needed;

- Perform daily site checks and fill out necessary documentation;
- Review and confirm all program plans including safe practices;
- Maintain confidentiality of participants, volunteers, staff and Board Members;
- Ensure adherence to Alison Neighbourhood Community Centre Summer Camp Manual to ensure the highest quality of service delivery;
- Complete additional tasks at request of Recreation Coordinator and/or Executive Director.

*Debrief: 1 week*

- Attend debriefing session;
- Assist with clean-up and shut down of site

## **Competencies, Skills and Qualifications**

- Experience working in complex camp environments, with a team-minded attitude;
- An understanding of community development and the impact of camp programming;
- Experience facilitating programming for youth aged 4 – 12;
- Standard First Aid & CPR Certification;
- High-Five Principles of Healthy Child Development & QUEST 2 Certification;
- Current, clear Vulnerable Sector Screening;
- Background in visual arts, drama, and/or technical arts an asset.

### **Additional details:**

Approximate start date: May 1<sup>st</sup>, 2023

Approximate end date: August 22<sup>nd</sup>, 2023

*Please forward your cover letter and resume to Ashley Lawniczak, Recreation Coordinator at [ashley@alisonneighbourhood.org](mailto:ashley@alisonneighbourhood.org)*

To learn more about our organization and our Summer Camp program, check out [alisonneighbourhood.org](http://alisonneighbourhood.org)

***Alison Neighbourhood is a diverse and welcoming employer. We encourage applications from all qualified applicants. Only those selected for an interview will be contacted.***