



Camp Coordinator

REPORTS TO:	Recreation Coordinator
HOURS:	37.5-40 Hours/Week
PAY RATE:	\$19.50/hr
TERM:	Contract Full-Time

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

- Lead creation and planning of program themes 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

- Implement and execute the daily program, activities, and off-site trips
- Coach and mentor Camp Leaders in team development, communication and conflict resolution
- Be the first point of contact in diffusing difficult situations, and in developing proactive practices to mitigate risk and crisis
- Lead and coach LIT's in assistance with program delivery
- Communicate professionally with parents about camp details
- Utilize diversity and inclusion practices to inform the summer camp program delivery
- Interact with children, enhancing their experience through development of relationships
- 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, families, 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
- 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
- Current, clear Vulnerable Sector Screening
- Background in visual arts, drama, and/or technical arts an asset

Additional details:

Approximate start date: May 6th, 2024

Approximate end date: August 23rd, 2024

Please forward your cover letter and resume to Jamie McConkey, Recreation Coordinator at jamie@alisonneighbourhood.org by March 8th, 2024.

To learn more about our organization and our Summer Camp program, check out 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.