

# LUMSDEN BEACH CAMP

## JOB DESCRIPTION - PROGRAM COORDINATOR

### GENERAL DESCRIPTION:

- Plans and helps implement various camp program activities including crafts, Spiritual Care Time (SCT), and special events (carnivals, dances, theme events...) in cooperation with the Director and other paid and volunteer staff and Program Committee
- Interacts with volunteer program leaders to confirm that they understand the content of the materials designed for the program areas of Crafts and SCT and to ensure that they have (know where to get) necessary supplies to lead their programs in an effective and inspiring manner.
- May be asked to fill in for other paid or volunteer positions where required.
- Leads the activities of Crafts and SCT when no volunteers are available.
- As required, works with other members of the senior staff to facilitate Day Camps in June.

### GENERAL QUALIFICATION REQUIREMENTS:

- Must be at least 18 years of age.
- Must be a mature, responsible individual and possess leadership and planning abilities.
- Must be flexible, cooperative and willing to work in a team environment with staff, volunteers, and Camp Board members.
- Must be physically able to participate in camp activities.
- Must have the ability and desire to work with both children and adults.
- Previous camp experience a definite asset
- Previous experience as a counsellor a definite asset
- Must have good administrative, supervisory, communication, interpersonal and public relation skills.
- Must have a valid class 5 driver's license.
- Must be willing to live on site for the duration of the camping season (June, July and August)
- Lives his/her Christian faith and is willing to share that faith with others.
- Preference will be given to a holder of a current recognized Standard First Aid Certificate.
- Preference will be given to individuals who are attending a post-secondary institution and are planning on returning to school in the fall

### RESPONSIBILITIES AND DUTIES:

- The Program Coordinator is accountable to the Lumsden Beach Camp Board.
- Reports to and takes direction from the Camp Director and the Program committee while at camp.

### ***PRE-CAMP PERIOD***

- Encouraged to attend Spring SCA Conference &/or Camp Links (at Board's expense).
- Attends the United Church of Canada Workshop on Harassment at the Staff Training Event.
- In cooperation with the Leadership and Personnel committee, the Program Committee and the Camp Director, takes a supportive role in the planning of the Training Program, including preparing workshop training sessions on crafts, SCT, and special events/themes.
- Assists the Leadership and Personnel committee and the Program committee with the volunteer orientation event (held in mid-June).
- May be asked to attend Camp Board meetings and Program Committee meetings.
- Acquaints self with Saskatchewan Camping Association (SCA) standards and the United Church camping standards manual.
- Acquaints self with Lumsden Beach Camp Staff Manual including all rules, regulations and other

- policies. Suggests modifications when required.
- In cooperation with Program Committee plans and prepares materials for the SCT program with materials that are supplied.
- Responsible for familiarizing themselves with the SCT curriculum and preparing the materials necessary to teach volunteers and other staff about it so that they can lead campers in an enriching and exciting learning experience.
- Takes a lead role in planning the camp craft program for both staffed Day Camps and residential summer camp. Responsible for purchasing supplies and maintaining an inventory of all craft materials.
- Prepares camp program material necessary for Day Camps and summer camps including crafts, various games, nature activities, special events and themes.
- Suggests possible guest speakers and special guest activity leaders to the Director.
- Performs all other “prior to camp” administrative duties as required.

***Typical and Specific Duties Related to Day Camp Period***

- Must be familiar with the rules and policies concerning staffed camps as per the Rental Guide.
- Ensures that rental groups comply with the rules and policies of the Lumsden Beach Camp as published in the Rental Guide. Notifies the Camp Director when policies and procedures are not being followed.
- Together with Camp Director, the Aquatics Director and Maintenance Person, ensures all camp facilities, equipment, resources, etc. are ready for Day Camp and other rental groups (archery equipment, canoes, orienteering course, pool).
- Assists the Camp Director and Aquatics Director in welcoming & orientating groups when they arrive - review rules/policies of camp & plans/schedule for the day, site orientation, emergency procedures; housekeeping items like: bug spray, sunscreen, hats, shoes, bathroom facilities, etc.
- Provides leadership to Day Camp groups in various program activities including games, crafts, canoeing, orienteering and hikes.
- Helps Day Camp groups with lunch preparation & wiener roast.
- Cleans up and, together with the maintenance person, checks site for damage at the end of each Day Camp rental.
- Ensures that food supplies are available for the Day Camps & overnight staffed camps.
- Reviews day, plans and prepares for next staffed group.
- When staffed rental camps are not booked, continues with preparations for other Day Camps and summer programs. This can be done in the city with permission of the Camp Director.

***DURING THE SUMMER CAMP PERIOD***

- THE PROGRAM COORDINATOR IS PART OF THE CAMP AND IS EXPECTED TO REGULARLY PARTICIPATE IN & LEAD CAMP ACTIVITIES (including morning watch, vespers, campfires, and meals).
- Ensures that the health and well being of campers and staff is the first priority.
- Provides support to the day-to-day program of the Camp.
- Within the setting of a residential summer camp, the Program Coordinator will offer support to the Director, the Counselors and to the Volunteer program staff who lead craft activities and SCT.
  - When all volunteer positions at the camp are filled, the program coordinator will be a contact person for volunteers to help them carry out their programs. Specifically this will mean making sure that they have ideas, materials and an understanding of how the camp functions and what they can be expected to do.
  - During weeks when the volunteer positions are not all filled the PC will lead the program areas not covered due to the volunteer vacancy(ies).
- One week before each camp, the Program Coordinator will contact SCT and Craft volunteers for the upcoming camp to ensure they know their role and to answer any questions they may have.

- Attends and offers support to the daily scheduling meeting of the paid and volunteer staff
- If required and if time permits, the Program Coordinator will be available to step into activity groups to cover off counselor breaks and when extra assistance is required in the canoes.
- With the Director, meets with volunteers for site and program orientation on the first day of each camp including introducing the volunteers to all staff.
- Works with the Director to ensure all volunteer staff feel comfortable at camp and their needs are met.
- If a volunteer Program Leader is at camp, works closely with them to share ideas and the responsibility of implementing the camp program.
- Assists in teaching crafts when required.
- Works cooperatively with the director, aquatics person and counselling staff to plan rainy day activities and alternative programs when required.
- Assists groups preparing for sleepouts or overnight activities.
- Attends Board meetings while on staff and gives a brief report. Not expected to stay for full meeting.
- Maintains an inventory of resource material and craft supplies and replenishes them when necessary.
- Regularly reviews Job Description regularly to ensure that all areas of the job are completed.
- Performs other duties as assigned by the Camp Director
- During registration and at the end of each camp, organizes the selling of camp souvenirs.

***DURING THE LAST DAY OF EACH CAMP, THE PROGRAM COORDINATOR:***

1. Ensures that Activity Recreational Centre (ARC) is thoroughly cleaned. Ensures all craft supplies are organized and in place for the next camp.
2. Ensures that all resources are returned to the resource center and that the resource center is clean and organized.
3. Reviews General Camp evaluations at the end of each camp for suggestion and possible changes to the camp program that may be required. Prepares a **summary of the general evaluation** (½ page) as well as a **program review of the week** (½ page) to be sent to the Program Committee within 3 days of the end of each camp.
4. Gathers Lost and Found and distributes as much as possible to campers before they leave. The remaining lost and found needs to be properly stored.

***AT THE END OF THE SUMMER CAMPING SEASON, THE PROGRAM COORDINATOR:***

1. Cleans up summer living quarters & assists the other staff with year-end close-up duties.
2. Organizes and completes an inventory of all craft supplies. Inventory list should be given to the Program Committee.
3. Packs up any craft materials that need to be stored in town during the winter, including glue, liquid paints markers and valuable items.
4. Packs up various resources from the Resource Center that may be required for planning during the winter. This includes all resource planning materials (books).
5. Assists the Aquatics Director in the storage & inventory of canoeing and pool equipment as required.
6. Completes an inventory of other program resources including Archery equipment.
7. Submits a detailed written report to the Camp Board by September 9th containing his/her evaluation of camp, overview of summer camping program & activities, recommendations, suggestions and concerns for the Board. A one page-condensed version of this report should also be prepared for the Camp's Annual Report. Reports should be handed in to the Chair of the Program Committee.
8. Will be invited to attend a meeting with the Leadership & Personnel Committee, and the program Committee to discuss final report, and receive final performance evaluation.

Revised January, 2006