

MILL CREEK CAMP
BOX 132
PINCHER CREEK, AB
T0K 1W0



Job Title: **Program Coordinator**
Incumbent:
Classification: **Seasonal**
Reports to: **Program Director**

Position Purpose:

To further the mission of the camp through the planning and delivery of program activities and events. Design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the overall camp operation at the direction of the program director.

Essential Job Functions:

1. Deliver a fun program to campers.
 - ♦ Implement lesson plans that meet camp outcomes and the abilities of the campers.
 - ♦ Deliver progressive program activities.
 - ♦ Evaluate the success of the program and the development of the campers' abilities and skills in various program activities.
 - ♦ Coordinate all camp program and campfire activities with other staff.
 - ♦ Assist the Program Director with the daily schedule and planning special events.
2. Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
 - ♦ Assist in the implementation of staff training.
 - ♦ Provide guidelines for programs utilizing camp equipment.
 - ♦ Ensure campers and staff follow safety procedures in all program areas.
3. Assist in the management and care of the physical facilities and equipment in all program areas.
 - ♦ Oversee daily checks of area and equipment for safety, cleanliness, and good repair.
 - ♦ Ensure that program areas are kept free of hazards and debris.
4. Supervise and evaluate all facets of camp program activities
 - ♦ Provide feedback and guidance to the program director.
 - ♦ Provide recommendations and concerns to program director regarding the experiences of the campers at all program events.
5. Implement schedules and records for all areas of camp program and facilities.
 - ♦ Implement camper and group program and activity schedules.
 - ♦ Assist the Program Director to develop and supervise staff schedule for programs and activities.

- ♦ Collect and evaluate records as directed by the Program Director; report and evaluate camp program and activity areas.

Other Job Duties:

- ♦ Attend administrative staff meetings.
- ♦ Maintain clear and positive written and verbal communication with all camp staff.
- ♦ Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ♦ Provide ongoing program ideas to cabin leading and activity area staff.

Relationships:

Program Coordinators often have direct relationships with the cabin leading staff and may actually supervise Cabin Leaders or Program Assistants who also have program activity responsibility. Program Coordinators may in some cases act as a Program Director and be placed in charge when the Program Director is absent.

Equipment Used:

Paintball : Markers and CO2 tanks and all maintenance related tools

Archery : Recurve bows

Slackline

Arts & Crafts materials

Trampoline

Inner tubes for swimming

Sports equipment: air compressor for basketballs, volleyballs, etc.

Computer: word processing software, internet

Qualifications: (Minimum Qualifications and Experience)

- ♦ Experience in the development and delivery of programs and activities for similar population.
- ♦ Current instructional certification in program or related experience.
- ♦ Current certification in first aid and CPR.

Knowledge, Skills, and Abilities:

- ♦ Training and experience in teaching program to adults and children.
- ♦ Desire and ability to work with children outdoors.

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (all ages and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of a program position could be endurance including standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate program equipment and program activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying weather conditions.