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## CAMP COORDINATOR JOB OPPORTUNITIES

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### BC Easter Seals Summer Camps Camp Winfield, Camp Shawnigan and Camp Squamish

BC Easter Seals Camps provide weeklong, no-fee residential summer camp experiences for children and teens with physical and/or mental disabilities. The BC Lions Society has been operating the three BC Easter Seals camps since 1968.

### HEAD COORDINATOR – 1 POSITION PER CAMP

We are looking for three motivated, inspirational and seasoned leaders to be directly responsible for the oversight, supervision, coordination, and participation at the BC Easter Seals Camps for summer 2011. This is a seasonal position beginning the first Monday in April through the first week of September, 2011. There will be some contract hours available from January to April as well.

You will be required to attend a weeklong residential orientation retreat from May 7-18. From June through the end of August you will be expected to live onsite at the summer camp. Room and board will be provided during those months. For more information about our organization, visit our website at: [www.eastersealscamps.ca](http://www.eastersealscamps.ca)

### COORDINATOR RESPONSIBILITIES:

- Create and define a camp atmosphere which reflects the BC Easter Seals Camping goals and objectives.
- Work with the Camping Program Administrator to hire assistant coordinators (Counselling Coordinator and Programming Coordinator)
- Interview and hire summer counsellor/programming team.
- Coordinate the volunteer program for each summer session.
- Coordinate with Camp Registrar and Camp Administrator to plan and cater needs for each individual camper and camp sessions.
- Liaise with parents and camp group leaders before, during, and after camping sessions.
- Directly supervise and coordinate the efforts of the following personnel, including but not limited to: Health Care Team, Counselling Coordinator, Program Coordinator, Counsellors and Programming Staff. This includes contributing to the professional development of each staff member and addressing any concerns or misconduct.
- Establish and maintain an effective evaluation system for all programs and personnel, including: program areas, operational areas, health care, policies and procedures, seasonal staff, support workers and volunteers.
- Provide training and education for staff in accordance with the BC Easter Seals manuals, protocols, and values.
- Implement and maintain an effective model for behaviour support including on going review of camper behaviour that warrants early camper dismissal.
- Know and work intimately with the following safety plans: Risk Management, Crisis Management, Emergency Evacuation, and Emergency Procedures.

- Oversee and maintain the summer Camp Programs budget with continued improvement in the efficient use of camp financial resources.
- Adhere to and implement the policies and procedures of the BC Easter Seals Camps
- Implement and monitor all health and safety procedures as they pertain to the complete supervision of all campers and staff.
- Implement and maintain the BC Easter Seals Camping process for reported child abuse, neglect, and accusation of misconduct.
- Compile a summary of the current season including inventories, staff evaluations, camper evaluations, and recommendations for the following season.
- Assist the Camp Administrator in cultivating relationships and coordinating with health related professionals, service provision partners, ministerial and agency groups.
- Perform other duties as deemed necessary by the Camp Administrator.

### QUALIFICATIONS AND SKILLS:

- Bachelors degree in camp administration, recreation, social work, education, or a related field is considered an asset.
- At least two years of camp or camp related leadership/administrative experience.
- Ability to plan, originate, organize, carry out and evaluate daily, weekly and special programs
- Ability to supervise and evaluate staff, volunteers, and campers
- Experience managing budgets
- Ability to work independently and within a team environment.
- Exceptional verbal and written communication skills.
- Demonstrated aptitude in team building and conflict resolution
- Proficiency with computers
- Ability to proactively manage multiple work tasks in a timely manner
- Current Criminal Record Check (including a Vulnerable Sector Search)
- Current Standard First Aid and CPR C certification
- Hepatitis A & B Vaccinations recommended

**Compensation:** Salary – Room and Board included from June 1-Aug 19 (Aug 30 for Camp Squamish)

**Application Deadline:** Coordinator applications will be accepted until the positions are filled, however, we recommend getting your application in by Dec 17/2011.

**Application Process:** Please complete the online application at [www.eastersealscamps.ca](http://www.eastersealscamps.ca)

Only candidates to be interviewed will be contacted.