



Job Title: Camp Section Coordinator (Summer Employment Opportunity)

Supervisor: Camp Director

Dates: June 7-Aug 29: Hours of work are June: Monday through Friday, 8:30 – 4:30
July/Aug: Monday through Friday 9:00-5:00

Job Summary:

Each Section Coordinator is responsible for the planning and delivery of age-appropriate activities for a particular age group of campers: Rabbit Rangers (ages 6 & 7), EcoQuest (ages 8-10), and Fox Bay (ages 11-13). Each Coordinator develops innovative nature programming, plans and implements training sessions for volunteer counsellors and supervises them in the delivery of activities with the campers.

Qualifications:

- Experience working with children in a camp, classroom or school-age day care setting
- Experience planning and implementing recreational/educational programs
- A strong interest in working with children and in environmental education
- Experience in a supervisory role
- Excellent organizational skills
- Good written and oral communication skills
- Valid Driver's License and daily access to a vehicle

Duties:

- Create theme-based recreational and educational day camp programs for school-age children and youth
- Oversee the implementation of all the camp activities while watching for the safety and well-being of all program participants
- Plan and implement training sessions for volunteer counsellors
- Supervise and guide volunteer counsellors
- Maintain cleanliness and order of camp space and other camp facilities
- Communicate with parents to assess the quality of their child's experience
- Evaluate camp counsellors on their job performance
- Prepare a final report at the end of camp
- Other duties as assigned

Assets:

- CPR and Standard First Aid certification
- Background in natural or cultural history
- Experience and/or certification in canoeing, kayaking, sailing, bouldering and/or archery

Human Resources

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Deadline: March 7, 2016