



Camp Fircom Society

Of the United Church of Canada

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Job Title:	<i>Program Coordinator</i>
Salary Band:	<i>Term Contract</i>
Reports To:	<i>Summer Camp & Outdoor Schools Manager</i>
Contract Date:	<i>June 1 - 3 + June 25th – August 17th</i>
Compensation:	<i>\$115-135/day -- Commensurate with experience, certifications, etc. (Food, accommodation & water taxi provided)</i>

Job Purpose

The Program Coordinator shares the day-to-day responsibilities for the delivery of all camp programs with associate Coordinators. The Program Coordinator is specifically responsible for the creative development and oversight of Camp Fircom programs, ensuring that they operate effectively and safely on a day-to-day basis. Program Coordinators will provide the leadership, support and organization that enables the staff team to deliver quality, creative, safe programs to their campers and to feel supported on an individual and team level. They are responsible for creating a welcoming, safe and respectful environment for staff, campers and the broader community, while working to fulfill the mission, goals and objectives of Camp Fircom Society through ensuring quality program delivery.

Working Scope

Reporting directly to the Summer Camp & Outdoor Schools Manager, the Program Coordinator provides leadership & oversight to Camp Fircom's summer programs, assuring delivery of high-quality camping experiences for children, youth and families.

This position focuses on bringing leadership to camp programs through program design & planning, effective training, upkeep of program supplies, and the direct preparation & facilitation of events (theme days, etc.), while ensuring the safe operation of programs and high-quality camper care. This will be achieved by ensuring staff and volunteers are well trained and highly effective in the delivery of programs and services on behalf of Camp Fircom Society. Program design, facilitation and oversight is a major role for the Program Coordinator, ensuring that campers, families, camp partners and the broader community continue to become invested and trust Camp Fircom as an organization.

Success in this position will be measured by positive outcomes in staff training including knowledge and awareness of all Camp Fircom's programs and their safe operation, furthering the breadth and creativity of Fircom programs a deep level of camper engagement, and the safe and meaningful delivery of all activities.

Duties and Responsibilities

The Program Coordinator will provide direct and indirect leadership to all aspects of residential camp operations and programs including, but not limited to:

PROGRAM MANAGEMENT & DEVELOPMENT

1. In collaboration with associate Program Coordinators, Counsellor Coordinators and the Summer Camp & Outdoor Schools Manager:
 - a. Plan and deliver required staff training components with a specific focus on programming excellence
 - b. Pro-actively identify and solve problems and areas of concern for staff, campers and volunteers in relation to Camp Fircom programs.
2. In collaboration with associate Coordinators:
 - a. Support in the planning and disseminating of weekly program schedules for all activities to staff
 - b. Actively engage in program development, planning and reporting with support from Counsellor Coordinators
 - c. Inventory supplies & plan special events
 - d. Support & relieve counsellors as required
 - e. Support Counsellor Coordinators in the delivery staff evaluations, both formal & informal
 - f. Communicate clearly and effectively with staff, campers & parents with regard to feedback, support and general information
 - g. Remain visible and accessible to staff and campers
 - h. Monitor objectives and outcomes of summer camp programs, reporting on effectiveness and offering recommendations for change
 - i. Monitor and maintaining best practices with regards to health and safety, risk management and accreditation standards
 - j. Ensure positive camper experiences
 - k. May be required to do additional tasks, which support the operation of summer camp (ex. Running tuck-shop, assisting with distribution of t-shirts, etc.)
 - l. Meet daily with associate Coordinators and Summer camp & Outdoor Schools Manager to discuss and evaluate the success of camping programs.

HUMAN RESOURCES MANAGEMENT

3. Program Coordinators are responsible for the development and supervision of certain human resource needs including:
 - a. Planning and delivering a comprehensive staff training program in accordance with BCCA training standards and in accordance with current industry standards and site-specific policies
 - b. In consultation with the Summer Camp and Outdoor Schools Manager, ensuring that adequate qualified staff and volunteers are available to carry out camp programs, activities and services.
 - c. Ensuring all new summer camp staff are familiar with camp policies and procedures
 - d. Monitoring and reporting on performance of summer camp staff; contribute to informal and formal staff performance evaluations

- e. Report all accidents/incidents and program concerns to the Summer Camp & Outdoor Schools Manager/Executive Director or designate
- f. Maintain high levels of staff morale and conduct by providing mentorship and support to staff and volunteers.

INTERNAL RELATIONSHIPS

- 4. This position reports directly to the Summer Camp & Outdoor Schools Manager and subsequently the Executive Director
- 5. In collaboration with associate Program Coordinators:
 - a. Meet daily with associate Coordinators and Summer Camp & Outdoor Schools Manager to discuss and evaluate the success of camping programs
 - b. Inventory all supplies and set up Coordinator’s work-space
 - c. Conduct the successful planning and execution of special events
 - d. Check in frequently with all staff as determined appropriate by the Summer Camp & Outdoor Schools Manager
 - e. Coordinate frequent cleanup of all program areas and the Coordinator’s workspace, as well as weekly cleanup of site, including camper and staff accommodations.
 - f. Attend and contribute to all required meetings re: leadership, camper concerns, volunteer support, etc.
- 6. Inform the Summer Camp & Outdoor Schools Manager of issues affecting the development and delivery of camp programs. Should the Summer Camp & Outdoor Schools Manager not be available, communication shall be with Executive Director
- 7. Participate in the design and implementation of Camp Fircom’s summer operations strategic plan

EXTERNAL RELATIONSHIPS

- Communicates with campers, parents, schools and community groups as required
- Establishes relationships and partnerships with Metro Vancouver United Church congregations and community organizations as required

MARKETING & COMMUNICATION

- Leads community based promotions as needed
- Participates in promotion and marketing through media and community events as needed
- Will submit a report at the end of the contract summarizing the season and recommendations for future camp seasons

Competencies

- **Commitment to Organization Mission, Vision and Values** – demonstrates and promotes an understanding of, and appreciation for the mission, vision and values of Camp Fircom Society and the United Church of Canada
- **Leadership** – Motivates and inspires others to take action and achieve desired outcomes.
- **Relationship Building and Collaboration**- Builds positive interactions internally and externally to achieve work related goals.

- **Health and Safety** – Acknowledges need for Health and Safety and understands how to manage and educate others in risk management and harm reduction.
- **Development** – Commits to continuous learning and development for self, participants, volunteer and staff.
- **Teamwork** – Actively participates to build maximum organizational effectiveness for Camp Fircom and United Church of Canada
- **Planning and Organization** – Establishes a clearly defined and effective course of action for self and others to accomplish short and long term goals.
- **Quality Focus** – Ensures that success criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- **Business Oriented** – Develops plans and takes actions with a view to maximizing returns.
- **Results Oriented** – Ability to achieve and exceed identified goals.
- **Decision-making** – Ability to solve problems while exhibiting judgment and a realistic understanding of issues and outcomes.

Qualifications

EDUCATION & SPECIALIZED KNOWLEDGE

- Post-secondary degree in a relevant field **AND/OR**
- Minimum of two years experience as a counsellor in a day camp or resident camp setting
- Minimum of two years of camp leadership experience in a supervisory or management role
- Knowledge of the organized camping industry and the requirements for delivery of high quality resident and day camp programs and outdoor education programming for schools and community groups
- Wilderness First Aid – 24hr (or must be willing to obtain if hired)
- Satisfactory Criminal Record Check

REQUIRED SKILLS AND ABILITIES

- Demonstrated ability to design, develop, and support culturally competent programming.
- Strong interpersonal skills and proven leadership ability to guide and motivate staff and volunteers.
- Strong organizational skills.
- Ability to work under pressure, set priorities and meet deadlines.
- Strong oral and written English communication skills.
- Proficiency with computers and software including Microsoft Word and Excel.

ADDITIONAL SKILLS CONSIDERED AN ASSET

- Second language.
- Certification in specific recreational activities (i.e. RCABC advanced canoeing)

Working Conditions

- Contract position June 1st - 3rd + June 25th - August 19th with additional days required for report writing post-season to be determined as needed.

- Requires working in an outdoor environment on Gambier Island when necessary to meet program needs.
- May occasionally travel to other locations in Metro Vancouver and the Lower Mainland.
- May be required to work some evenings, weekends, and statutory holidays.
- May be required to work alone on a semi-remote site.
- May be required to open up or lock up when guest groups are not on site. This might involve locking up in the dark in a semi-remote area.
- May involve working with difficult clients

NOTE: Employment is dependent on summer camp registration.