



# Camp Fircom Society

Of the United Church of Canada

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<b>Job Title:</b>	<i>Polaris Youth Leadership Coordinator</i>
<b>Salary Band:</b>	<i>Term Contract</i>
<b>Reports To:</b>	<i>Summer Camp &amp; Outdoor Schools Manager</i>
<b>Contract Date:</b>	<i>June 26<sup>th</sup> – August 11<sup>th</sup></i>
<b>Compensation:</b>	<i>Commensurate with experience, certifications, etc. (Food, accommodation &amp; water taxi provided)</i>

## Job Purpose

The Polaris Youth Leadership Director helps to fulfill the mission, goals and objectives of Camp Fircom Society and the United Church of Canada through directing the preparation, implementation and evaluation of the Polaris leadership program alongside a co-staff.

Polaris is the stepping-stone program for teens working toward positions that require a greater degree of leadership skills. Specific to the Fircom-context, Polaris is a stepping-stone toward CIT and eventually staff. As such, this contract position provides leadership that enables youth to be inspired, creative, skilled and safe while maintaining a respectful environment for staff, youth-campers, volunteers and the wider community. This is achieved through the facilitation of an on-site program as well as an out-tripping program, which focuses on safety, self-development and group challenges, and requires setting clear, appropriate expectations and boundaries for youth participants. The position requires the applicant to reside on Gambier Island for delivery of the Polaris program (food and accommodations provided). Polaris staff will foster responsibility and leadership, and ensure a positive wilderness experience that meets the standards set by Camp Fircom Society.

Polaris is funded primarily by the Vera Thompson Endowment Fund with oversight by a Polaris Advisory Board.

## Working Scope

Reporting to the Summer Camp & Outdoor Schools Manager, the Polaris Youth Leadership Director provides leadership to Camp Fircom's youth programs and services, assuring delivery of high-quality experiences for youth aged 13 to 17 and their families.

This position focuses on teaching the fundamentals of good leadership and works to strengthen group & individual skills in a wilderness setting. Building and maintaining relationships is a major role for the Polaris Youth Leadership Director, ensuring that youth campers, their families, delivery partners and the community are

informed of the opportunities, benefits and direction of Polaris summer program. Success in the position will be measured by positive outcomes in staff training, teamwork with co-staff, program delivery, maintained participant safety, and level of youth engagement.

## **Duties and Responsibilities**

The Polaris Youth Leadership Director will provide direct and indirect leadership to all aspects of Polaris operations and programs including, but not limited to:

### **PROGRAM MANAGEMENT & DEVELOPMENT**

- Direct, plan, organize, implement, monitor and evaluate the delivery of all Polaris programs and activities including:
  - Program development, planning and reporting
  - Communication with youth and parents
  - Formal and informal data collection and reporting to ensure program integrity and youth and staff well-being
  - Monitoring objectives and outcomes to meet needs of funders and regularly reporting on effectiveness and recommendations for change
  - Maintaining and monitoring Health and Safety, all standards of practice, accreditation and risk management
  - Ensuring positive youth experiences through that reflect the mission and values of Camp Fircom Society

Current camp program responsibilities include:

- Polaris Prep
- Pre-Camp Staff Training
- Polaris Outsiders (9 day canoe & 5 day hike)
- Polaris Junior (1 week)
- Polaris Senior (1 week)

### **HUMAN RESOURCES MANAGEMENT**

- Development and supervision of human resource needs including:
  - Participating in a comprehensive staff training program prior to the beginning of camp
  - Will offer their expertise and guidance to all summer camp staff where appropriate and facilitate [a] session(s) during staff training on the Polaris program or related content relevant to summer staff
  - Ensuring relevant documentation and certifications are in order according to Fircom policies and BCCA's standards
  - Ensuring you are familiar with camp policies and procedures
  - Monitoring and evaluating the 2017 Polaris program and completing a season-end report on successes and difficulties associated with the program.
  - Will be subject to check-ins and performance evaluation by the Summer Camp & Outdoor Schools Manager

## INTERNAL RELATIONSHIPS

- This position reports directly to the Summer Camp & Outdoor Schools Manager and subsequently the Executive Director
- Informs the Summer Camp & Outdoor Schools Manager of issues affecting the development and delivery of Polaris programs
- Works effectively and respectfully as a member of Fircom's senior team.
- Represents Camp Fircom Society and United Church Camps on program committees and in the community as assigned.
- Participates in the success of Camp Fircom's strategic plan.

## EXTERNAL RELATIONSHIPS

- Communicates with youth campers, parents, schools and community groups.
- Establishes relationships with Metro Vancouver United Church congregations and other relevant community organizations.

## MARKETING & COMMUNICATION

- Participates in the gathering of stories and pictures, which highlight the programs and activities at Camp Fircom.
- Participates in promotion and marketing through media and community events.
- Will write a Polaris Report at the end of the season summarizing the season and recommendations for future camp seasons, deliverable to the Society and Ryerson United Church

<h2>Competencies</h2>
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- **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 (preferred education and/or outdoor education background)
- Minimum of three years of delivering leadership experiences and programs in a supervisory, management or senior staff role.
- Minimum 19 years of age
- Current Wilderness First Aid Certification (40hrs) or willingness to obtain if hired
- Clear Criminal Record Check with Vulnerable Sector Search
- RCABC ADVANCED Tandem/Solo canoe certification or willingness to obtain if hired
- Class 5 driver's license

### REQUIRED SKILLS & ABILITIES

- Extensive knowledge of the organized camping, outdoor experiential education and recreation leisure industries.
- 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.
- Ability to observe and assess camper behaviour, enforced safety regulations and emergency procedures, and apply appropriate behaviour-management techniques

### ADDITIONAL SKILLS CONSIDERED AN ASSET

- Class 4 drivers license
- Second language
- Certification in specific recreational activities (i.e. RCABC ocean canoeing, ACCT challenge course)

## Working Conditions

- Contract position beginning June 26<sup>th</sup>. Prior to this date will be the addition of part-time days for preparation and out-trip scouting (dates TBD). Full time work from July 3<sup>rd</sup> to August 11th. Additional contract days for reporting to be determined.
- Requires working in an outdoor environment on Gambier Island when necessary to meet program needs.
- May occasionally travel to other locations in and around 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.