



Camp Fircom Society

Of the United Church of Canada

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Job Title:	<i>Summer Camp Coordinator</i>
Salary Band:	<i>Term Contract</i>
Reports To:	<i>Summer Camp & Outdoor Schools Manager</i>
Contract Date:	<i>June 26th – August 19th</i>
Compensation:	<i>Commensurate with experience, certifications, etc. (Food, accommodation & water taxi provided)</i>

Job Purpose

The Summer Camp Coordinator shares the day-to-day responsibilities for all summer camp operations with 2 associate Coordinators. The Summer Camp Coordinator helps to fulfill the mission, goals and objectives of Camp Fircom Society through directing the preparation, implementation and evaluation of Camp Fircom Society's summer camp operations. Working alongside two associate Coordinators, this contract position provides the leadership, support and organization, that enables the staff team to feel inspired and supported on an individual and team level, creating and maintaining a welcoming, safe and respectful environment for staff, campers and the broader community.

Working Scope

Reporting directly to the Summer Camp & Outdoor Schools Manager, the Summer Camp Coordinator (SSC) provides leadership to Camp Fircom's summer staff team, it's camp programs and services, assuring delivery of high-quality camping experiences for children, youth and families.

This position focuses on bringing leadership to camp programs through direct support of the counsellor staff team, 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. Building and maintaining relationships is a major role for the Summer Camp Coordinator, ensuring that campers, families, camp partners and the boarder continue to become invested and trust Camp Fircom as an organization.

Success in the position will be measured by positive outcomes for staff training, a high degree of teamwork in the staff team, a deep level of camper engagement in programs/activities, safe and meaningful delivery of programs, and the ability of SSC's to effectively support staff through personalized feedback, and one-on-one/team discussions.

Duties and Responsibilities

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

PROGRAM MANAGEMENT & DEVELOPMENT

- Direct, plan, organize, implement and monitor all summer camp programs and activities including:
 - Program development, planning and reporting
 - Communication with campers and parents assisted by camp staff and the Summer Camp & Outdoor Schools Manager
 - Formal and informal data collection and reporting to ensure program integrity and camper 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 camper experiences
 - 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.)

HUMAN RESOURCES MANAGEMENT

- Development and supervision of human resource needs including:
 - Planning and delivering a comprehensive staff training program in accordance with BCCA training standards
 - 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.
 - Ensuring summer camp staff certifications and documentation are in order according to Fircom policies and BCCA's standards
 - Ensuring all new summer camp staff are familiar with camp policies and procedures
 - Training all summer camp staff in program delivery according to current standards and site-specific organization
 - Providing informal and formal staff performance evaluations
 - In consultation with the Summer Camp & Outdoor Schools Manager, providing arbitration and mediation to summer camp staff. All major staffing related decisions will be made in consultation with the Summer Camp & Outdoor Schools Manager
 - Monitoring and reporting on performance of summer camp staff

INTERNAL RELATIONSHIPS

- This position reports directly to the Summer Camp & Outdoor Schools Manager and subsequently the Executive Director
- In collaboration with the Associate Coordinators:
 - Meet daily with associate Coordinators and Summer Camp & Outdoor Schools Manager to discuss and evaluate the success of camping programs
 - Inventory all supplies and set up Coordinator's work-space

- Plan resident camp special events
 - Plan and disseminate weekly program schedules for all activities to staff and management
 - Check in daily with all staff
 - Schedule staff breaks and assign coverage
 - Greet and welcome all campers, staff and volunteers each day
 - Orient all campers/guests to camp rules
 - Relieve counsellors as required
 - Remain visible and accessible to staff and campers
 - Coordinate daily cleanup of all program areas and the Coordinator’s workspace, as well as weekly cleanup of site, including camper and staff accommodations.
 - Attend and contribute to all required meetings re: leadership, camper concerns, volunteer support, etc.
 - Maintain high levels of staff morale and conduct by providing mentorship and support to staff and volunteers
- 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
 - Report all accidents/incidents and program concerns to the Summer Camp & Outdoor Schools Manager/Executive Director
 - 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 (education background an asset)
- 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 – 40hr (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 3rd – 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.