

Camp Coordinator

Girl Guides of Canada, Ontario Council

Priority hiring for this position is given to the applicant who can complete the full contract and will be a student in September directly following the summer program at camp.

Camp Coordinator Position requirements vary. Hiring for Camp Woolsey will occur for a Coordinator position, then designation of responsibilities will be decided once all Camp Coordinators have been hired. Hiring for Doe Lake will be done for designated roles. Priority hiring will occur for positions requiring additional certifications.

Doe Lake: Camper Care, Canoe Tripping, Land Ropes and Arts Program, Leadership Development, and Waterfront

Woolsey: Food Service, Leadership Development and Waterfront (other roles and responsibilities will be assigned)

Requirements of Position (must have, or be willing to obtain, to apply for position):

- Able to be a member of a dynamic staff team delivering a girl-centered, exciting camp program experience to girls. Able to adhere to camp policies which may be limiting and not necessarily reflect your way of living.
- Able to live and work in a camp community setting with limited privacy and personal space.
- Flexibility to work long hours with a wide variety of individuals from a wide-variety of backgrounds and circumstances.
- Able to recognize emotional stressors and implement self-care strategies. Able to discuss emotional and social needs with supervisors.
- Able to participate in all training programs required for this position. Mandatory in-person training will occur within your contracted dates. A few hours of on-line training may be required to be completed prior to the first date of your contract.
- Be available for the full duration of the camp program.
- Provide all required documentation (qualifications & payroll) within the set timeframes identified in letters of offer.

Qualifications (must have, or be willing to obtain, to apply for position):

- Minimum age of 18 years of age however 21 years of age is preferred (for driving camp vehicles and being insured on these vehicles).
- Minimum of 2 years' experience in children and youth environments, preferably obtained through an overnight camp program
- Full G Ontario driver's license (or equivalent) is preferred.
- Demonstrated ability to work in and lead others in a team atmosphere to ensure that the physical, social and emotional needs of campers are met.
- Experience facilitating staff teams to meet goals.
- Current throughout employment period:
 - Standard First Aid and CPR C
 - Police Records Check to comply with the requirement of obtaining the equivalent of membership in Girl Guides of Canada. If hired, Girl Guides of Canada will cover the cost to complete a PRC through our process only and we will provide further instruction once hired.
 - Other qualifications/membership as defined within this document under the specific role designations.
- Knowledge of the Girl Guides of Canada program is an asset.

Reports to: Director Team (specific assignments will be discussed during staff training)

Supported by: Camp Director

Supervises: Base Team including Camp Counsellors, Core Staff and Food Service Staff (At Camp Woolsey). Specific assignments will be discussed during staff training

Accommodation:

Overnight Camps: Live on site in a tent or in a building with Camp Coordinators, Camp Counsellors and/or Campers. No Staff member will be allowed or required to share their accommodation alone with a camper.

Responsibilities (training on these "Responsibilities" will occur before you begin your role):

Section One: General

- Actively participate as a leader or support staff in the implementation of the overall camp program including activities in your area of designation and full camp events. Be part of the camp community during transition times, full camp activities and ceremonies when in camp.
- Be conversant with the appropriate organizational and governmental requirements for the implementation of responsibilities. This includes but is not limited to:
 - Girl Guides of Canada "Safe Guide" (Risk Management)
 - Girl Guides of Canada, Ontario Council, Employment Contract/Terms of Engagement
 - Specific summer camp program opportunities as advertised on Girl Guides of Canada, Ontario Council website

- Ontario Camps Association Standards/Guidelines
- Municipal, provincial and industry regulations as they apply to residential camp program options
- Be an effective role model to campers and colleagues. This includes but is not limited to:
 - Living the vision, mission and values of Girl Guides of Canada
 - Respectful treatment of all campers/staff
 - Compliance with all rules/regulations/policies
 - Appropriate communication and interactions before, during and after camp
 - Maintaining a clean and safe work/living environment
- Be a direct support to train and coach staff in specific areas of Coordinator Responsibilities you have been assigned and actively participate in the resolution of concerns that may arise within the team or with campers and implement appropriate process for the management of such.
- Work on site and in program areas each day as trained/qualified and needed.
- Participate in transportation responsibilities (car, busing) on the first and last days as directed by the Camper Care Director or designate.
- Ensure that the appropriate Director is notified of any concerns as they arise.

Section Two: Program Leadership

- Develop and oversee the implementation of program options within the camp schedule under the leadership of the Program Director ensuring programming:
 - Is aligned with Girl Guides of Canada philosophy
 - Considers safety
 - Is active, engaging, and fun
 - Involves the participants and choice
 - Optimizes the use of camp resources
 - Is planned ahead of time (using lesson plans)
 - Ensure alternative programming as required (e.g. inclement weather)
- Ensure that all staff reportable to this position are:
 - Trained to the appropriate standards
 - Understand the expectations for the delivery of their responsibilities
 - Supervised adequately
- Ensure the implementation of the program includes completion of Girl Guides of Canada Girls First program work as set out in the base programming for all branches.
- Provides leadership to all Mom and Me programs when assigned.
- Ensure all paperwork is provided to the camp office 24 hours prior to the campers' departure.
- Ensure the program areas and associated equipment and supplies are maintained in a safe and useable condition by empowering staff and participants to take care of their equipment in a friendly manner.
- Align programming with provincial, national or local standards whenever possible so campers are working towards earning qualifications.
- Ensure all scheduling of activities and subsequent workload is implemented in a fair, equitable manner for all staff supporting the program options and on site responsibilities.
- Provide input to the performance appraisal of those staff who you supervise.
- Provide receipts and reports as required on the activity of the program. This includes but is not limited to:
 - Weekly purchase card receipt submissions
 - End-of-year summary report detailing the needs of the department in future years, supply requests, staffing needs, maintenance and full inventory of department

Section Three: Site Responsibilities

- As a member of the site team, ensure that campers' needs of security, health and safety, hygiene and nutrition are met through the compliance with the established camp procedures.
- Provide direct supervision to assigned campers.
- Undertake specific responsibilities within the team to ensure the assistance for all components of work are implemented. This can include but is not limited to:
 - First Aid/medication dispensing
 - Site Quartermaster or Cook (at Woolsey)
 - Site cleaning/tidying, organizing
- Participate in the development & implementation of the on-site program and activity schedule for campers. Ensure that a focus is on keeping the campers active and challenged throughout their time at camp.
- Work with the Program Director to provide in-camp activities for campers within the typical camp daily/weekly schedule.

Designated Responsibilities and Qualifications:

Arts Program Coordinator (Woolsey):

- Ensure that craft area is set up for Camper Use and that supplies are organized and available for staff to use with the campers. Oversee cleanliness in craft area and weekly work to keep organize and tidy. Suggest impressive yet affordable (low cost/no cost) projects for campers. Work with staff to take ownership of this shared space and its organization. Create and stock craft kits for groups/sites.
- Ensure that supplies are ordered through the Program Director for the summer for arts programs. Complete an inventory and restocking as needed during August break.
- Lead age-appropriate arts activities which will challenge campers. Activities to include visual arts, drama, dance, musical theater and improv. Generalist level of skill is required but a positive attitude towards all arts is mandatory



- Pottery experience is beneficial at Doe Lake.

Camper Coordinator:

- Under the direction of the Camper Care Director complete assessment procedures of campers including:
- First day wellness and lice checks
 - Review of all medications (prescription or over the counter)
 - assist with centralized medication delivery
 - Updating of records based on information provided during arrival & health form
 - Special diets
 - Assist with 48 hour camper check-ins
 - Phone calls to parents to understand identified health or diet concerns from forms prior to camper arrival and to inform parents of treatments or concerns while camper is at camp
 - Ensure that the camp environment is assessed to ensure that appropriate health and safety practices are provided at all times.
 - Confidentially review all camper and staff forms prior to their arrival to ensure that appropriate practices are in place to maintain their health and safety while at camp. Maintain all files and data in a confidential manner to ensure the privacy of the individual is protected.
 - In consultation with the Camp Director, ensure modified responsibilities or accommodations for ill or injured staff members/campers and those modifications are being adhered to.
 - Training and implementation of an appropriate hygiene program within the camp to ensure that illness and injury is kept at minimal levels.
 - Direct supervision of counsellors working with special needs campers.
 - Support staff in the administration of non-routine first aid scenarios.
 - Employee representative for all issues involving Health and Safety

Canoe Trip Coordinator(Doe Lake)

- Trip Lead:
 - ORCKA Canoe Trip Level 2 (Level 3 Preferred) or equivalent reference letter. Certification may be obtained through participation in GGC Spring Canoe Trip Programs.
 - Minimum of 15 nights of canoe trip leadership over 3 trips or more. Two of these trips have been while supervising children and youth. One trip must be within the last 5 years while supervising children. Applicants must meet Safe Guide requirements to lead canoe trips.
 - NL certification (waterfront option preferred).
 - Canadian Coast Guard Pleasure Craft Operator Card.
 - Wilderness First Aid for Outdoor Leaders and CPR with Adult, Child and Infant.
- Current throughout employment period: Active adult membership in Girl Guides of Canada with Safe Guide training (can be obtained within one-month of the start of your contract if not a current member): Act as Responsible Guider to the participants and Canoe Trip staff

Core Staff Team Coordinator (Woolsey)

- Working with the Camper Care Director or designate and the Program Director, implement schedules, trainings and methods of interaction in order to ensure that the physical, social and emotional wellbeing of all Core Staff and campers are being met.
- Act as a mentor to the Core Staff Team members. Support them in their role and work alongside them in daily tasks. Ensure that down time is taken and that work is shared and assigned in an equitable manner.
- Plan and implement quality coverage in accordance with the camp schedule in the areas of Special Events and Community Service.
- Provide input to the performance appraisals and be present while these are delivered to Core Staff.

Food Service Coordinator (Woolsey)

- Minimum of three years' experience in food service which includes quantity assessment, ordering, delivering and food handling oversight.
- Current throughout employment period:
 - Safe Food Handling Certificate
- Provision of leadership in & responsibility for the safe food handling practices throughout all operations of the camp. This includes but is not limited to:
 - On site food preparation by campers or staff
 - Centralized food preparation by campers or staff
 - Off-site food preparation, such as overnights & trips, by campers or staff
 - Specialty diets management and meal preparation
- Develop and implement inventory controls to ensure that all food supplies are available for the provision of meals, stock rotation and usage as well as minimal food wastage is incurred.
- Provision of the distribution of food & other consumable supplies required to deliver the menus as established for the camp program by the Camping department within the budget established and provided
- Ability to lift 15kg (30 lbs) safely and stand for extended periods of time.
- Develop a fair, consistent work schedule for the members of the food services team and ensure that assistance for all components of work are implemented.

Land Programs Coordinator (Doe Lake – includes Arts, Land and Ropes Programs. Note: for Arts program responsibilities see Arts Program Coordinator above):

- Broad instructional experiences in programs areas of environmental education, nature interpretation, camp craft skills, sports, games, archery, initiative tasks.



- At Doe Lake this role also incorporates all supervision, inspection and reporting of high/low challenge course activities. Applicant must also have:
 - Demonstrated knowledge of adventure-based learning, including initiatives and trust games
 - Demonstrated leadership in adventure based settings and with challenge courses
 - Current throughout employment period:
 - ACCT Level One Ropes Certification or equivalent certification. Level Two is preferred.

Leadership Development Program Coordinator

- Develop and oversee the implementation of the leadership program options using the Provincial Leadership Development Program Resource Manual.
- Ensure that all program planning is girl-driven and meets the objectives set out by the Outdoor Experiences department.
- Coordinate with other staff the integration of the leadership campers into the assigned learning activities. This integration is to provide:
 - Skill development
 - Role modeling of leadership styles
 - Opportunity for individual growth within a supervised environment
- Provide supervision to all campers participating in the leadership program and ensure any concerns in their implementation of responsibilities are identified with your direct supervisor.
- Ensure the implementation of the leadership program appraisals for the leadership campers and this also includes completion of Girl Guides of Canada program work. Ensure all paperwork is provided to the leadership participant and camp office prior to the campers' departure.
- Direct supervision of leadership staff working with leadership campers.

Waterfront Coordinator:

- Minimum of 2 years (750 hours) of experience in water program leadership and lifeguarding.
- At Waterfront provide direct leadership and trainings to all NL trained staff including pre-season orientation, rescue skills, swim tests and program delivery of all aquatic based activities.
- Demonstrated boating experience DL canoe, kayak, SUP, windsurfing, sailing and voyager canoes. WL canoe, kayak, SUP
- Current throughout employment period:
 - NL certification (waterfront preferred)
 - Canadian Coast Guard Pleasure Craft Operator Card
 - Red Cross Water Safety Instructor certification (mandatory at Doe Lake, optional Camp Woolsey)
 - Instructional boating experience and qualifications preferred

Dates of Contracts and Required Availability (includes planning and training):

Doe Lake Huntsville, ON Summer Overnight Camp (SOC)	Woolsey Ottawa, ON Summer Overnight Camp (SOC) & Day Camp
• June 19-Sept 3 2020	• June 21-Sept 5 2020

Notes:

- Assignment to other areas of work can be assigned as required to effectively deliver the program requirements of a specific time period. This reassignment is at the discretion of the Camp Director in consultation with the Program Director.
- Girl Guides of Canada, Ontario Council reserves the right to assign employees to assist at camps, within our organization, other than those to which they are hired.
- Girl Guides of Canada, Ontario Council reserves the right to assign occasional work outside of listed hours with the reciprocation of appropriate compensation for missed time off.
- Girl Guides of Canada, Ontario Council reserves the right to amend this job description.

