

Closing Date: February 9th, 2024 at 11:59 pm

**Camp K Job Posting:
Crittter Coordinator**

Contract Dates: May to August 2024

Pre-Camp (8 Weeks):

- May 6th to June 28th full time (35 hours).
- Mandatory pre-camp activities and training in May and June. Dates will be provided at the interview.
 - Get to Know You Pizza Night (Wednesday May 8th)
 - 1 or 2 day Behavioural Management training in May (weekend) (dates TBD)
 - Senior Staff Retreat/Planning Training (May 31st - June 2nd)
 - BBQ Fundraiser (June 20th afternoon/evening)
 - Staff Training (June 21st - 23rd)

Camp (8 weeks):

- June 29th to August 23rd full time hours (43.75 hours)
- Camp will operate on July 1st
- Please note Coordinators must be on site for the full 8 weeks of camp; no time off will be granted between July and August

Hours of Work: Typical hours of work during the camp season (July-August) are Monday to Friday, 8-5 pm (43.75 hours per week). Weekend and evening hours may be required, based on programming needs. Assist with before and after care as scheduled.

Work Locations: Laurel Creek Conservation Area & St. Andrew's Presbyterian Church

About Us

Camp K is a quality summer day camp program for children 5-13, and provides one-on-one support for children with exceptionalities. We strive to foster a harmonious camp environment that enhances the camper experience by giving them the room to play, explore, grow and be their authentic selves in a safe space. We invite you to check out our website for information on our Explorer program here <http://www.campk.on.ca/explorer>.

Position Description

Reporting to the Camp Director, Camp K is seeking an Explorer Coordinator to facilitate and supervise our Explorer camp program. This position will ensure quality programming is provided to upwards of 35-40 Explorer campers, ages 10-13 of all backgrounds, genders and abilities, so they experience a safe, fulfilling and purposeful experience. The Explorer Coordinator will be responsible for developing and evaluating the Explorer program to ensure it is well-balanced and age appropriate, liaising with parents/caregivers and supervising and mentoring staff.

Responsibilities:

- Assist Camp Director with Staff interviews and hiring.
- Assist the Camp Director in the development and delivery of staff training and facilitate Skill Training Day to Explorer staff.
- Assist in planning and attend mandatory pre-camp activities (Fish Fry Fundraiser, Camp Commissioning, etc.).
- Attend Camp K Committee meeting(s) as needed.
- Complete Explorer pre-summer administration tasks in preparation for this year's Camp program, including creating Explorer program plans, arranging purchasing of supplies, Camp site preparation, parent/caregiver communication, and preparation of administrative materials.
- Supervise day-to-day Explorer program operations; ensure the delivery of a safe, campers-first focused, inclusive and age appropriate program in accordance with Camp K guidelines.
- Manage, execute and supervise the Campout (overnight camping for the Explorers) with support of Explorer staff - required to stay overnight.
- Take action to deal with incidents, emergencies and parent/caregiver, staff or camper concerns.
- Assist with the integration of LITs, inclusion staff, and private inclusion support workers.
- Mentor, support, provide ongoing feedback and evaluate staff, based on program evaluations, parent/caregiver and camper feedback and safety requirements.

- Provide excellent customer service and open communication to campers, parents/caregivers, and staff.
- Help foster a positive relationship with Laurel Creek Conservation Area staff.
- Write an end of summer report summarizing successes, challenges and suggestions for the next year within one-month end of camp.
- Perform all other duties as assigned.

Required Knowledge and Skills:

- Prior experience working with and planning for children and youth in a camp setting.
- Demonstrate a high level of professionalism, leadership, interpersonal, customer service and dynamic facilitation skills.
- Knowledge in effective behaviour management techniques.
- Experience supervising and mentoring others.
- Team leader with strong organizational, communication, problem solving and conflict resolution skills.
- Basic swimming ability is required.
- Comfortable working in a high paced, active and outdoor camp environment.
- Knowledge of applicable provincial/federal legislation, health and safety regulations, and OCA standards considered an asset.
- Knowledge of CampBrain considered an asset.
- Knowledge of Explorer skills (canoeing, creation station, archery and survival) considered an asset (skills descriptions below)

Qualifications/Work Requirements:

- Standard First Aid/CPR level C (or willing to obtain as a condition of hiring).
- Lifesaving Society SafeGuard considered an asset.
- A current Police Record Check with Vulnerable Sector Check and current within 6 months of camp start date will be required upon hire.
- Must be 18 years of age as of June 29, 2024.
- Must have reliable transportation.
- Must be prepared to work flexible hours including evening, weekends and statutory holidays as required.
- Attend all mandatory training and pre-camp events.

All applicants are thanked for their interest in this position however, only those selected for an interview will be contacted. Should you require any accommodations during the recruitment process please contact Human Resources at human.resources@standrewskw.com or the St. Andrew's Presbyterian Church office by phone at 519-578-4430.

Camp Skills Descriptions

Canoeing

Campers will learn the parts and care of a paddle and a canoe. They will learn the basic canoe strokes, be able to enter and exit a canoe from the dock or shore, and go on short and long canoe trips. More advanced canoeists can take on skills like sterning, portaging, lifesaving rescues, and how to enter and exit a canoe from the water.

Creation Station

This skill highlights and celebrates some of the various aspects of creativity. Campers can focus on one aspect for the week or try multiple. Levels for Creation Station are not linear, meaning one does not have to be achieved to move onto another. Levels include: arts and crafts, music, writing, sports, fitness, cooking and building.

Survival

This skill is designed to teach campers the necessary skills to survive in a wilderness emergency situation. Campers will learn plant identification, knots, shelter building, tent setup, fire building, meal preparation, signalling, archery, and orienteering.

Archery

This skill teaches campers how to safely participate in archery. They will learn by competing with themselves and with their fellow campers in varying archery challenges and games throughout the week.