

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

**Camp K Job Posting:
Leadership & Media Coordinator**

Contract Dates: May to August 2024

Pre-Camp (4 Weeks):

- June 3rd to June 28th full time (35 hours) or 4 weeks as coordinated with the Director.
- Mandatory pre-camp activities and training in May and June. Dates will be provided at the interview.
 - Get to Know You Pizza Night (weeknight in May) (dates TBD)
 - 1 or 2 day Inclusion 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.

Compensation: \$18.25hr

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.

Position Description

Reporting to the Camp Director, Camp K is seeking a Leadership and Media Coordinator to develop and execute the Leader in Training (LIT) level 1 & 2 programs and Junior Counsellor (JC) program, manage volunteers at Camp, and enhance and maintain Camp K's website and social media. This position will ensure quality training and mentoring programs are provided to our LITs and JCs of all backgrounds, genders and abilities, so they experience a safe, fulfilling and purposeful experience. This position must support, nurture and develop a weekly group of up to 20 LIT/JCs, ages 14-16, to allow for a smooth transition from camper to staff member. This position will be responsible for collecting, creating, planning and posting Camp K's social media content. The Leadership & Media Coordinator will also support the smooth flowing programming of Camp.

The Leadership and Media Coordinator will also take the place of the Director in the event that the director is absent from camp, or when off-site trips are separated between the Critters and the Explorers. In this instance they will be required to use their vehicle as the emergency vehicle on-site at Laurel Creek, or at the trip location.

Responsibilities:

Pre-Camp:

- Assist Camp Director with Staff interviews and hiring.
- Assist the Camp Director in the development and delivery of staff training.
- Assist in planning and attend mandatory pre-camp activities (Fundraiser, Camp Commissioning, etc.).
- Attend Camp K Committee meeting(s) as required.
- Review and update the LIT 1 & 2 and Junior Counsellor programs and schedules.
- Create a manual specifically for the Leaders in Training.
- Assist with pre-summer administrative tasks including Camp site preparation, program planning, supply purchasing, parent/caregiver communication and preparation of administrative materials.

Camp:

- Perform regular check-ins with LITs and JCs and facilitate daily/weekly discussions and training sessions.
- Perform regular check-ins with volunteers.
- Support and assist with the execution of all aspects of the camp setting: program set up and take down, program supplies and equipment management, camper supervision, and daily routines.
- Take action to deal with incidents, emergencies and parent/caregiver, staff or camper concerns.
- Mentor, support, provide ongoing feedback and evaluate staff & LITs, 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.
- Assist in updating photo consent and release form distribution and collection practices.
- Create a schedule and actively post on social media platforms (Instagram, Facebook, and Twitter) and create promotional material for summer and off-season marketing purposes.
- Capture daily photos and videos of staff and campers at Camp; with regard to photo consent forms.
- Assist with the upkeep of the Camp website and blog.
- Write an end of summer report summarizing successes, challenges and suggestions for 2025 within one-month end of camp.
- Perform all other duties as assigned.

Interim Director Duties:

- Oversee the overall delivery of camp programming and its continued effectiveness.
- Monitor and actively supervise senior staff and staff to ensure day-to-day operations take place in a safe and a supportive manner.
- Support senior staff as needed with managing camper and staff behaviours.
- Manage immediate response to emergency situations and critical issues.
- Actively monitor, and mitigate, potential risks to campers, staff and visitors during all camp activities.
 - This includes proactively managing physical risks, monitoring/enforcing adherence to Camp K Policies & Procedures.
- Drive emergency vehicle to offsite trips as needed.

Required Knowledge and Skills:

- Prior experience working with and planning for children and youth in a camp or recreational setting.
- Demonstrate a high level of professionalism, leadership, interpersonal, customer service and dynamic facilitation skills.
- Experience supervising, training and mentoring others.
- Knowledge in effective behaviour management techniques.
- Team leader with strong organizational, communication, problem solving and conflict resolution skills.
- Working knowledge of social media platforms (Facebook, Twitter, Instagram).
- Basic swimming ability is required.
- Comfortable working in a high paced, active and outdoor camp environment.
- Experience with Squarespace and CampBrain considered an asset.

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 a personal vehicle on-site and a valid G license.
- Must be prepared to work flexible hours including evening, weekends and statutory holidays as required.
- Attend all mandatory training and pre-camp events.

Please note Coordinator interviews will take place Saturday February 15th and Sunday February 16th. 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.