

**POSITION: PROGRAM COORDINATOR (Job Description)**  
**RESPONSIBLE TO: EXECUTIVE DIRECTOR**

**JOB SUMMARY:**

In consultation with the Executive Director, the Program Coordinator is responsible for planning, organizing, scheduling and running programs, coordinating resources for staff and volunteers, and overseeing the entire summer program and program staff. The Program Coordinator is also responsible for coordinating and delegating responsibilities for whole camp activities and special events (e.g., wide games, campfires, Coffee House, beach parties, etc.)

**ACCOUNTABLE TO:** Executive Director (In the absence of the Executive Director the Program Coordinator is responsible to the Property Manager(s).

**RISK ASSESSMENT AND RECOMMENDED LEVEL OF SCREENING: (High)**

The Program Coordinator will have significant opportunity of unsupervised access to children given the nature of their position. It is therefore required that the individual be subject to a full level of screening, including a criminal record check, in person interview and the checking of at least two references. The Program Coordinator must be careful not to put themselves in a situation where they are alone with a camper in a closed room.

**JOB RESPONSIBILITIES:**

Responsible for the organization of schedules, programs and activities. To work collaboratively with the Executive Director to coordinate the Executive Director's and the Program Coordinator's ideas and initiatives into a fun, energetic, cohesive program.

To work collaboratively with the Executive Director to clearly articulate goals and objectives for camp programs and activities to all staff and volunteers.

To work collaboratively with the Staff Chaplain and Executive Director to meaningfully integrate Faith Exploration themes into the entire camp program; to develop resources for Cabin Leaders which relate to Faith Exploration and recreational themes.

To work collaboratively with the Crew/CIT Leaders to ensure programs work in harmony and the Crew and CIT leadership is incorporated appropriately and effectively into the bigger program.

To develop "ready-to-use" activities and resources for the Cabin Leaders, by reviewing books and resources and preparing resource cards with individual activities.

To prepare games and activities materials so that Cabin Leaders can just "grab them and go" without advance preparation (e.g., Capture the Flag, relays, Land Olympics, nature study materials, night games, etc.)

To organize a method of filing/organizing the leader resources mentioned above, and monitor the filing and organization so that the resource library remains usable in the future.

To have rainy day resources available to Cabin Leaders.

To help organize "Flathappy" and bedtime resources for Cabin Leaders in conjunction with the Senior Cabin Leader and Chaplain.

Responsible for keeping the Executive Director informed about staff morale and behavior, and take responsibility and a proactive role in ensuring a positive working environment in the staff community.

To be one of the main resources for homesick campers. Ensure every effort is made to keep the camper at camp and that they see as many people as it takes to make them feel loved and supported. Be the person who takes the camper to the Executive Director after all efforts to convince the camper to stay have failed.

To ensure proper 24 hour supervision of all campers; this may include overseeing patrolling cabin row in the evenings and assisting Cabin Leaders with supervision as needed.

To lead program activities as necessary; e.g., filling in if there is no Craft Person for that week, or to lead special activities planned, e.g., mask making, scavenger hunt, carnival, banner-making, etc.

To delegate duties to staff and volunteers for special events or activities; this may include set-up tasks, clean-up, banner-making, assigning games leadership, supervisory duties

To assist in organization and facilitation of staff and volunteer training events related to programming; to assist in facilitation of other training sessions as organized with the Executive Director.

To organize shower schedules for campers each week, and to make Cabin Leaders aware of the schedule.

To organize and coordinate delegation of tasks to staff and volunteers for end-of-the-week Camp clean-up.

To draw/design posters and schedules as needed.

To assess staff, volunteer and camper evaluations of programs; to prepare reports and summaries of evaluation information.

To evaluate staff and provide feedback on job performance and participate in formal evaluations with program staff.

Responsible for ensuring that all doors are closed and lights are off at night. A schedule may be worked out with the Executive Director and Chaplain for this responsibility.

Responsible for the scheduling of breaks for Cabin Leaders, Co-Leaders and themselves.

Responsible for leading the Monday afternoon rules session with the campers.

Responsible for delegating the clean-up on Friday afternoon by cabins and by staff. The Program Coordinator is also responsible for inspecting the clean-up and ensuring it is done well.

To actively participate as a member of the staff in all other aspects of the Camp (e.g., attending meals, staff meetings, campfires, etc.).

To lead “Co-Leader Check-ins”, morning meetings and other meetings with staff and volunteers. This leadership at times may be delegated to the Chaplain.

Responsible for ensuring proper conduct by all staff and volunteers and addressing problems in consultation with the Executive Director. Ensuring staff understand how off-site behaviour may impact camp in a positive or negative way and that they may be held responsible for this behaviour by The Executive Director.

Responsible to facilitate the development and enforcing of rules and norms and standards among staff in Branter (the staff quarters). Chaplain may co-facilitate this discussion.

To be aware of his/her part in emergency procedures, and in operation of fire equipment.

To familiarize her/himself with Camp Crisis Response procedures, and her/his role in them.

To write a complete report at the end of the term of employment, including:

- overview and evaluation of programs
- recommendations and suggestions
- final inventory

To model enthusiastic, mature Christian leadership to campers and staff.

To be sensitive to and strive toward fulfilling the Mission of the camp.

To take care of the camp property and ensure a safe and clean environment at all times.

To participate in communal sharing of cleaning requirements including Branter and to be the person responsible for ensuring that Branter is kept clean throughout the summer. This will likely involve the creation of a duty schedule for staff in Branter.

**Responsible for things that can be led or done through delegation:**

To ensure the bell is rung at the appropriate times. For some activities, another staff member may be responsible for ringing the bell, but it is the Program Coordinator who must ensure that it does happen. Bell ringing can be delegated, but this delegation must be clear and the Program Coordinator is ultimately responsible. This also means communication with all areas of camp, including the kitchen takes place and that schedule changes are clearly communicated to all staff.

Monday morning rule introductions and the theme introduction planning and skit.

The leading and preparation of skit nights

The leading of the hikes

Decorating for the dances

The parade leadership and clean-up at family oriented camps.

Keeping the Costume Room and downstairs Play Area clean and organized.

Setting up and collecting the orienteering course.

Organizing the camp Olympics or other special activity and determining who will lead specific activities.

To carry out other tasks assigned by the Executive Director.

**Evaluation:** A performance evaluation for the Program Coordinator will be conducted at the end of the summer season by the Executive Director.

The Program Coordinator will be responsible, in cooperation with the Executive Director, for doing evaluations with staff both mid-summer and at the end of the camping season, as well as informally throughout the summer.

