

## **Cairn Family of Camps Summer Staff Job Description Camp in Your Own Backyard (Day Camp) Program Coordinator**

**Positions Available:** 1

**Reports to:** Assistant Director, Camp Director

**Supports:** Counselling Staff

### **GENERAL FUNCTION**

The Camp in Your Own Backyard (CYOB) Program Coordinator designs, develops, implements, and supervises Cairn's travelling day camp program for churches across central Ontario. They ensure that the CYOB program compliments the Cairn Family of Camps mission and values, and, in partnership with church congregations, broadens the opportunity for children and youth to experience a supportive and loving camp community. In conjunction with the Counselling Manager, Program Manager and Program Supervisors, they will assist and develop the Counselling Staff that co-lead CYOB programs to provide the best camper experience, and to ensure that camp is a safe inclusive environment and encourage self-esteem, stewardship, and servanthood.

### **KEY RESPONSIBILITIES**

- All-Staff Responsibilities:
  - Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps.
  - Demonstrate strong support and commitment to serving the campers, staff, families, and all program participants of the Cairn Family of Camps.
  - Practice and support the health and safety of all campers, staff, families, and all program participants of the Cairn Family of Camps.
  - Complete a year-end report, including a season review, and offering suggestions for future camp seasons.
  - Complete additional duties as required.
- Program Development Responsibilities
  - With support from the Camp Director, assemble and prepare the CYOB curriculum prior to the beginning of the camping season, including daily schedules, lesson plans, supplies required, and responsibilities incurred by the church, with consideration for the age of campers.
  - Work with the Camp Director to adapt the CYOB program to churches specific needs, as required.
  - Facilitate at least five (5) weeks of CYOB programs at designated churches.
  - Coordinate the supplies needed for the CYOB program and ensure each program kit is adequately stocked.
  - Manage inventory for program supplies and resources. Ensure supplies are stored safely throughout and at the end of the season.
  - Act as the primary liaison between CYOB churches and Cairn, and maintaining open and consistent communication with the church prior to and following their CYOB session.
  - Manage all onsite CYOB administration such as collecting participant registration and health information, camper surveys, etc.
  - When not leading CYOB, the CYOB Program Coordinator will be placed in a position at Glen Mhor as a Program Counsellor or other role as needed.

- Camper Care Responsibilities:
  - Ensure camper safety and wellbeing is prioritized in all actions and decisions.
  - Professionally and supportively address any camper needs (emotional, physical, behavioural etc.) in conjunction with the Counselling Manager.
  - Complete administrative duties related to camper care, including but not limited to behaviour logs, situation of concern logs, communication logs, creating alternative schedules etc.
  - Prepare a postcard for each participant and congregational volunteer, and an end-of-week closing campfire including slideshow and promotion of Cairn overnight programs.
  - Communicate with camper’s caregivers as required, which may include pre-camp contact, email updates, phone calls to new camper families, behavioral phone calls, etc.
- Staff Development Responsibilities:
  - Provide clear expectations to Counselling Staff regarding camper supervision, program leadership, and all other relevant policies and procedures.
  - Divide daily responsibilities and ensure staff members are prepared for their sessions.
  - Act as a resource for campers and Counselling Staff, providing support, strategies, direction, and relief as needed.
  - Lead a pre-camp preparatory meeting with the church volunteers.
  - Complete administrative duties related to staff development, including but not limited to check-ins, behaviour logs, situation of concern logs, communication logs etc.

**JOB KNOWLEDGE & QUALIFICATIONS:**

- A minimum of two years’ experience as a camp staff member, or equivalent
- Personal Skills: problem-solving ability, driven, empathy, organization, growth mindset, creativity, passionate, driven.
- Standard First Aid/CPR-C
- Clear Police Reference Check and Vulnerable Sector Screening
- Mandated training (including AODA, Workplace Violence & Harassment, Health & Safety Awareness, Child Protection, etc.) is required before or shortly after commencement of work
- The successful applicant is required to live onsite for the duration of the summer camping season.
- Preference will be given to candidates who are available for a 3-month contract (end of May to August).

**COVID-19 ACKNOWLEDGEMENT**

Due to the constantly evolving nature of policies, procedures, and recommendations surrounding the COVID-19 pandemic, the Cairn Family of Camps recognizes that elements of the summer 2021 schedule and programs, and – consequently – job responsibilities may be required to adapt. Until staff are hired, any updates to this document will be available on the Cairn website at <https://ilovecamp.org>. Once staff are hired, communication will take place directly via phone or email.

**CONTACT**

Please submit your application, including any supplementary documents, at <http://cairn.campbrainstaff.com>. Should you have any questions, please contact Robynne Howard, Camp Director, at [robynne@ilovecamp.org](mailto:robynne@ilovecamp.org).

*The Cairn Family of Camps supports diversity, equity and a workplace free from harassment and discrimination. The Cairn Family of Camps is committed to an inclusive, barrier-free recruitment and selection process and workplace. Individuals needing employment accommodation in the hiring process or job postings in an alternative format may contact the camp office.*