

## Cairn Family of Camps Summer Staff Job Description Glen Mhor Program Coordinator

**Positions Available:** 2

**Reports to:** Assistant Director - Program, Assistant Director - Camper Care, Camp Director

### GENERAL FUNCTION

The Glen Mhor Program Coordinators oversee program design, development, and implementation of all Glen Mhor programs and camp-wide activities, as per the theme of each week's program, with support from the Assistant Director - Program. The Glen Mhor Program Coordinators will each be designated responsibility of overseeing and managing either Adventure or Waterfront operations. They will be trained in leading and facilitating all program areas, and will lead cabin-based programs as needed, in conjunction with the cabin Counsellor(s). In everything they do, the Glen Mhor Program Coordinators will strive to provide the best camper experience, and ensure that camp is a safe inclusive environment that encourages 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:
  - Develop and implement all Glen Mhor camp-wide activities, including but not limited to camp-wide games, morning devotions, free-play time, campfire, camper choice programs, all-camp talent show, closing Embers ceremony, and weekly program-specific activities.
  - Develop and implement weekly themes, and special events for Glen Mhor programs.
  - Facilitate cabin programs as needed, in conjunction with the cabin Counsellors.
  - Set up and clean-up program areas daily.
  - Oversee and manage operations, safety, and in-house training for either the waterfront or the adventure program area. One of the two Glen Mhor Program Coordinators will be responsible for the waterfront, and one will be responsible for adventure.
  - Complete regular inspection, maintenance, and organization of all program areas, in conjunction with the Assistant Director - Program.
  - Manage inventory for program supplies and resources. Ensure supplies are stored safely throughout and at the end of the season.
- Camper Care Responsibilities:
  - Ensure camper safety and wellbeing is prioritized in all actions and decisions.
  - Professionally and supportively address any camper needs in conjunction with the Counsellors and Camper Care Coordinator.
  - Complete administrative duties related to camper care, including but not limited to behaviour logs, situation of concern logs, communication logs, creating alternative schedules etc.

## **JOB KNOWLEDGE & QUALIFICATIONS**

- Previous experience as a camp staff member with experience leading and facilitating programs, or equivalent experience working with children and youth.
- Personal skills: creativity, empathy, collaboration, integrity, problem-solving ability, organization, growth mindset
- Standard First Aid/CPR-C
- A minimum of one of the following qualifications: National Lifeguard Certification, or Challenge Course Certifications (Level 1 Ropes).
- Swim Instructor Certification or ORCKA Instructor an asset, and/or willingness to obtain certification prior to the summer camp season.
- Experience in music, arts, dance, drama, sports, or outdoor skills programming an asset.
- 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 through the duration of their contract.

## **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 2022 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).

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*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.*