



## **CAMP IN YOUR OWN BACKYARD COORDINATOR**

**Positions Available:** 1

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

**Supports:** Resource Programmers leading weeks of CYOB, CYOB Counsellors

### **GENERAL FUNCTION:**

The Camp in Your Own Backyard (CYOB) Coordinator is responsible for designing, implementing, and supervising a day camp program to take to different churches in the Synod which compliments the Cairn Family of Camps philosophies, goals and programs. These day camp programs will help congregations experience a piece of the Cairn programs and provide them with a great outreach to children.

### **KEY RESPONSIBILITIES:**

- Willingness to do what needs to be done for the benefit of campers' experience.
- Demonstrate strong support and commitment to the mission and core values of the Cairn Family of Camps, and to serving its campers, staff, families, and all program participants.
- With support from the Camp Director, assemble and prepare the CYOB curriculum prior to the beginning of the camping season. This includes daily schedules, lesson plans (TLC, nature programming, arts programming, team-building activities etc.), lists of supplies required, and responsibilities incurred by the church, with consideration for the age of campers.
- Run at least 5 weeks of CYOB. When not leading CYOB, work at Glen Mhor as a Program Counsellor, Resource Programmer, or as otherwise assigned.
- Coordinate the supplies needed for the CYOB kits and ensure each kit is adequately stocked.
- Organize and maintain all equipment associated with CYOB.
- Act as main liason between CYOB churches and camp and maintaining open and consistent communication with the church prior to and after their CYOB session.
- Work with the Camp Director to provide churches with a program that suits their unique needs.
- Emphasize outdoor activities and time in nature as much as the site allows.
- Supervise campers directly and provide clear expectations to counselling staff for supervision.
- Divide responsibility each evening and ensuring staff members are prepared for their sessions.
- Lead a pre-week preparatory meeting with the church volunteers.
- Manage all onsite CYOB administration such as collecting participant registration and health information, camper surveys, 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.
- Complete a year-end report outline the roles & responsibilities of the job and suggestions for the upcoming seasons.
- Other duties as assigned, these may include driving, counselling, maintenance, etc.
- The successful applicant is required to live onsite for the duration of the summer camping season.

### **EXPERIENCE & QUALIFICATIONS:**

- A minimum of two years' experience as a camp staff member, or equivalent
- A passion to spread the spirit and transformative programming of Cairn Family of Camps to churches in the synod.



- Standard First Aid/CPR-C
- National Lifeguard Certification an asset
- Swim Instructor Certification or ORCKA Instructor an asset, and/or willingness to take a training course prior to the summer camp season.
- Level 1 Challenge Course Certification required, and/or a willingness to be trained in high ropes facilitation and the ability to pass the training courses.
- 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
- Preference will be given to candidates who are available for a 3-month contract (end of May to August).