



GLEN MHOR PROGRAM COORDINATOR

Positions Available: 1

Reports to: Glen Mhor Program Manager

GENERAL FUNCTION:

The Glen Mhor Program Coordinator is responsible to assist the Glen Mhor Program Manager in developing and implementing the Glen Mhor programs. The Glen Mhor Program Coordinator is to assist the Glen Mhor Program Manager in insuring all programs are safe, inclusive, and encourage self-esteem, stewardship, and servanthood.

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.
- Assist the Glen Mhor Program Manager and Program Team in the coordination and implementation of all programming aspects of Glen Mhor programs (Mhorning Options, Mhorning Has Broken, Funnen' Games, daily sessions, specialty camps, etc.)
- Develop and implements weekly themes, evening programs, and special events at Glen Mhor.
- Work with the Glen Mhor Program Manager to ensure the smooth running of meals, including delivering announcements.
- Act as the Glen Mhor timekeeper to ensure that programming, meals, and other camp activities meet scheduling expectations.
- Facilitate at least one programming sessions per day.
- Complete a year-end report outline the roles & responsibilities of the job and suggestions for the upcoming seasons.
- The successful applicant is required to live onsite for the duration of the summer camping season.

EXPERIENCE & QUALIFICATIONS:

- Standard First Aid/CPR-C
- 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.
- National Lifeguard Certification recommended
- Arts programming and nature programming experience are assets.
- G-class driver's license recommended
- 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).