

GLEN MHOR PROGRAM COORDINATOR

Positions Available: 1

Reports to: Program Manager

GENERAL FUNCTION:

The Glen Mhor Program Coordinator will develop and implement all Glen Mhor camp wide activities. The Glen Mhor Program Coordinator is to develop and offer safe inclusive camp wide activities that encourage self-esteem, stewardship, and servanthood. They will assist the Program Manager in developing and implementing the Glen Mhor programs.

KEY 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.
- Develop and implement all Glen Mhor camp wide activities, including but not limited to Evening Program, Mhorning Has Broken, Funnen' Games, Mhorning Options, and Campfire.
- Develop and implement weekly themes, and special events at Glen Mhor.
- Work with the Program Managers (Iona & Glen Mhor) 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 2 programming sessions per day at minimum.
- Complete additional roles & duties as asked. These may include driving, counselling, town run, etc.
- Complete a year-end report outline the roles & responsibilities of the job and suggestions for the upcoming seasons.

JOB KNOWLEDGE/QUALIFICATIONS:

- Standard First Aid/CPR-C
- The successful applicant is required to live onsite through the duration of their contract.
- 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
- A minimum of one of the following qualifications: National Lifeguard Certification, Challenge Course Certifications (Level 1 Ropes), or a G Driver's license.
- Arts programming and nature programming experience are assets.

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.