



IONA PROGRAM COORDINATOR

Positions Available: 1

Reports to: Camp Director, Assistant Director

Supports: Iona Resource Counsellor, Iona Counselling Staff

GENERAL FUNCTION:

The Iona Program Coordinator is responsible for designing, implementing, and supervising Cairn's Iona program. The Iona Program Coordinator should ensure 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.
- Develop, coordinate and implement all programming aspects of Iona programs (Good Morning God, Fames, daily sessions, unique elements of each camp, etc.)
- Develop and implement weekly themes, evening programs, and special events at Iona.
- Work with the kitchen to ensure the smooth running of meals.
- Act as Iona's scheduler and timekeeper to ensure that programming, meals, and other camp activities meet scheduling expectations.
- Facilitate programming sessions for Iona campers.
- 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:

- A minimum of three years' experience as a camp staff member, or equivalent
- Experience and expertise in wilderness programming leadership.
- 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.
- 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
- National Lifeguard Certification
- Challenge Course Certifications (Level 1 Ropes) an asset
- Arts programming and nature programming experience an asset.
- Preference will be given to candidates who are available for a 3-month contract (end of May to August)