

Success Profile

Program Coordinator

Purpose of a Program Coordinator

The Program Coordinator will support the mission of Camp Quality by assisting with the planning and developing of activities, schedules, entertainment, materials and resources for camper programs. The position will assist in ensuring programs and activities demonstrate the fundamentals of intentional programming and will creatively plan outcome-based activities that are adapted to the medical, psychosocial and developmental needs of our campers. Reports to Camp Director.

The Role	Success looks like
Before Camp: - Review Camp Report from previous season for recommendations - Plan and Develop camp schedule (keeping in mind budget, accessibility and age) - Review the schedule with the Camp Director(s), Assistant Director and Medical Coordinator to ensure it meets the needs of an intentional program, and the needs of campers and volunteers. - Support the Camp Director with Risk Assessments as needed. - Submit schedule to Camp Coordinator for review. - Liaise with Third-Party Visitors to ensure they know the requirements of being on-site and the schedule. - Create a procurement list for program supplies for approval by the Camp Director. - Keep COC informed of schedule and any changes. - Prepare the schedule to be sent out to families 2-3 weeks in advance of camp.	- Positive Participant Feedback - Expenses Controlled - Compliance with the Safety Policy - Compliance with Child Protection Policy - Program Outcome Model Objectives Met - Positive Communication with Team
During Camp: - Ensure third-party visitors are briefed on policies and have signed waivers - Provide a duty of care to all participants. Monitor, report and record risks/ hazards. - Ensure child protection requirements are met and report non-compliance. - Be a positive role model and lead by example - Lead camp programs, entertainment and meals and support Camp Leadership Team; ensuring everyone knows the daily schedule - Train Activity and Program Leaders during Volunteer Training - Support and supervise activity volunteers and give feedback with support of the Volunteer Coordinator. - Ensure all programs and leaders have appropriate supplies.	
After Camp: - Inventory supplies - Actively contribute to debrief meeting - Complete Program section of Camp Report - Review information from surveys to help in preparations for next season	

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On-Going: - Engage in ongoing professional development (OCA, MCA, ACA, COCA-I, CQC) - Attend Camp Organizing Committee Meetings - Managing the Program Specialists	
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Preferred Skills, Qualifications and Experience

- Passion for the Camp Quality Mission
- Previous experience working with children and/or special needs populations in a camp setting preferred.
- Proven experience in facilitating activities with youth.
- Strong collaboration and team building skills.
- Strong communication skills, both verbal and written
- Demonstrate flexibility, creative problem-solving and optimism in the face of obstacles.
- Confidence in public speaking and leading large groups

Additional Requirements

- Be available for the duration of the program and complete other duties as assigned.

All our volunteers...

- Uphold the Camp Quality Values and Culture
- Understand and comply with Child Protection monitoring and reporting
- Understand and comply with the Camp Quality Safety Culture

The Stuff of Success

Skills	Skills in the Role
Awesome Communication	Effectively communicate to meet the needs and objectives of the role.
Collaborate with Others	Develop, maintain, strengthen partnerships with others to achieve the desired outcomes.
We Love Teamwork	Understand and build on the different perspectives and abilities of others to enhance team efficiency and quality outcomes.
Leadership	Motivate, inspire and empower the team to contribute to achieving program success.
Educate	Consistently strives to learn and grow in different areas. Enables others to do the same through formal and informal feedback and training.

What We Value

We are passionate about our work and the real-life benefits we create for our families, volunteers, staff and communities. Everyday we strive to make life better and create a positive impact on our camp environment. We have six values that express what we believe in, how we aim to behave and what we aspire to be as an organization.

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Growth We are always becoming who we are, and helping others to do the same.	• Value and inspire the highest quality of service in all relationships • Acknowledging positive performance and effort of others.
Optimism Our greatest freedom is choosing to see what's good in the world and sharing that enthusiasm with others.	• Demonstrate optimism and positive energy • Demonstrate resilience against challenges and obstacles
Inclusivity We want everybody to know they belong, just the way they are.	• Demonstrate high standards of trust, openness and respect for others
Community We all lean on each other for support.	• Honour commitments and promises
Commitment We will be there until we're no longer needed.	• Perform the role wholeheartedly with energy and commitment
Accountability We never hide from our actions and we're proud of our results,	• Accept responsibility and take ownership of behaviour/mistakes • Manage emotions effectively and recover quickly from setbacks

We're an equal opportunity organization

Camp Quality is committed to creating inclusive spaces for both staff and campers, free of discrimination based on age, race, disability, sexual orientation, or gender identity. We welcome applications from all qualified candidates.