

### ***LEADERSHIP PROGRAM COORDINATOR***

#### **Requirements of Position:**

- Willing to be a member of a dynamic staff team delivering a girl-centered, exciting camp program experience to girls.
- Willing to live in a residential setting.
- Willing to participate in all training programs required for this position. These training dates will be provided with the offer of employment.
- Available for the full duration of the camp program. (see note below)
- Provide all required documentation (qualifications & payroll) within the set timeframes identified in letters of offer.

#### **Qualifications:**

- Must be 18 years of age or older.
- Minimum of 5 years of experience in youth program delivery & curriculum development with a focus on leadership programs obtained through a residential camp program.
- Demonstrated experience working with young adults in a recreational setting.
- Demonstrated ability to work in and lead others in a team atmosphere.
- Current throughout employment period:
  - Standard First Aid including CPR.
  - Criminal Records Check to comply with the requirement of obtaining the equivalent of membership in Girl Guides of Canada-Guides du Canada.
- Knowledge of the Girl Guides of Canada-Guides du Canada program.

**Report to:** Camper Care Director

#### **Responsibilities:**

##### Section One: General

- Be conversant with the appropriate organizational and governmental requirements for the implementation of responsibilities. This includes but is not limited to:
  - Girl Guides of Canada-Guides du Canada "*Safe Guide*"
  - Girl Guides of Canada-Guides du Canada program for all ages.
  - Girl Guides of Canada, Ontario Council terms of employment.
  - Ontario Camping Association Standards.
  - Municipal and provincial regulations as they apply to residential camp program options.
  - Specific summer camp program opportunities advertised for the summer program 2010.
- Actively participate as a member of the camp team in the implementation of the overall camp program.
- Be an effective role model to campers and colleagues. This includes but is not limited to living the vision, mission and values of Girl Guides of Canada-Guides du Canada, the respectful treatment of all campers/staff, compliance with all rules/regulations, maintaining a clean & safe work/living environment and general behaviour throughout the employment period.
- Actively participate in the resolution of concerns that may arise within the team or with campers and implement appropriate process for the management of such.
- Notify your direct supervisor of any concerns as they arise.

Section Two: Program Leadership

- Develop and oversee the implementation of the leadership program options. Ensure that all program planning is girl-centered and meets the objectives set out by the Summer Camps Section Provincial Volunteer Camp Community and employees.
- Oversee the implementation of the leadership program and ensure that all aspects are maintained within the regulations required by organizational and governmental bodies. When it is identified that an area is not being complied ensure that this is rectified immediately and ensure that your direct supervisor is apprised of the situation.
- Coordinate with other program staff the integration of the leadership campers into the program activities. This integration is to provide:
  - Skill development
  - Role modeling of leadership styles
  - Opportunity for individual growth within a supervised environment.
- Ensure the implementation of the leadership program includes completion of Girl Guides of Canada-Guides du Canada program work. Ensure all paperwork is provided to the camp office prior to the campers departure.
- Provide supervision to all campers participating in the leadership program and ensure any concerns in their implementation of responsibilities are identified with your direct supervisor.
- Provide input to the appraisal of the campers in the leadership program and ensure all appropriate feedback and paperwork is provided.
- Participate actively in the overall leadership & implementation of the general camp program.
- Provide reports as required on the activity of the leadership program. This includes but is not limited to:
  - End of year summary report detailing the needs of the department in future years, supply requests, staffing needs, maintenance and full inventory of department.

## Notes:

- Each campsite runs their program for a varying length of time.
- It is the responsibility of the individual to obtain and retain current certification prior to the start of their employment. The cost of certification is that of the individual.
- Girl Guides of Canada, Ontario Council reserves the right to amend this job description from time to time.