

**PROGRAM COORDINATOR**  
**(Various positions listed at end of document)**

**Requirements of Position:**

- Willing to be a member of a dynamic staff team of employees and volunteers 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 positions generally have longer training and preparation requirements than that of the general staff team.
- 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 at the time of employment.
- Minimum of 2 years of experience in youth program delivery preferably obtained through a residential camp program.
- Demonstrated experience working with children in a recreational setting.
- Demonstrated ability to work in and lead others in a team atmosphere.
- Experience facilitating staff teams to meet goals.
- Current throughout employment period:
  - Standard First Aid including CPR C.
  - Criminal Records Check to comply with the requirement of obtaining the equivalent of membership in Girl Guides of Canada-Guides du Canada.
  - Other qualifications as defined below
- Knowledge of the Girl Guides of Canada-Guides du Canada program is an asset.
- Specific qualifications as listed below.

**Reports to:** Program Director (Canoe Trip Program Coordinator reports to Camp Director)

**Supervises:** Instructional Staff during Program Activities or, in the case of the Canoe Trip Program Coordinator, Canoe Trippers

**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 including activities in your area of focus and full camp events.
- 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.
- Ensure that the Program Director is apprised of any concerns as they arise.

### Section Two: Program Leadership

- Develop and oversee the implementation of program options. Program development should include alternatives for weather related changes to general implementation. Ensure that all program planning is age-appropriate, hands-on, fun, friendly, positive and participant-centered.
- Programming must meet the objectives set out by provincial camp community and staff team for intergenerational programming and girl programming.
- Create, schedule and provide leadership of all aspects of the camp program including but not limited to special events and theme days under the direction of the Program Director.
- Ensure that all staff reportable to this position are trained to the appropriate standards and expectations for the delivery of their responsibilities.
- Oversee the implementation of the 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.
- Ensure the implementation of the program includes completion of Girl Guides of Canada-Guides du Canada program work as set out in the base programming for all branches.
- Ensure all paperwork is provided to the camp office prior to the campers departure.
- Ensure the program areas and associated equipment is maintained in a safe and useable condition by empowering staff and participants to take care of their equipment in a friendly manner.
- Align programming with provincial, national or local standards whenever possible so campers are working towards earning qualifications.
- Develop and implement an effective work environment for the staff to implement a safe, healthy and challenging program to the campers.
- Ensure all scheduling of activities and subsequent workload is implemented in a fair, equitable manner for all staff supporting the program options.
- Provide supervision to all staff implementing the program and ensure any concerns in their implementation of responsibilities are identified with your direct supervisor.
- Provide input to the performance appraisal of those staff working within your program team.
- Participate actively in the overall leadership & implementation of the general camp program.
- Provide reports as required on the activity of the 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.

**Specific Positions and Qualifications:**

**LAND PROGRAM COORDINATOR** (Available at all Camps)

- Broad instructional experiences in programs areas of environmental education, nature interpretation, camp craft skills, sports, games, archery, initiative tasks, and low ropes (at camps which do not have a Ropes Program Coordinator).
- Ability to schedule, support and facilitate staff members to teach in the areas listed directly above.
- **Contract Dates (includes week of training):**

Adelaide*	Woolsey*	Doe Lake	Wyoka
Aug 4-23	June 12-Aug 1	June 12-Aug 30	June 12-Aug 23

*\*Adelaide and Woolsey applicants should consider merging their contracts*

**ROPES PROGRAM COORDINATOR** (Wyoka and Doe Lake)

- Demonstrated knowledge of adventure-based learning, including initiatives and trust games.
- Minimum of 100 hours of experience in leadership in adventure based settings and with challenge courses.
- Current throughout employment period:
  - Challenges Unlimited Level Two Ropes Certification or equivalent certification from another challenge course company. (Doe Lake only)
  - Challenges Unlimited Level One Ropes Certification or equivalent certification from another challenge course company. (Wyoka only)
- **Contract Dates (includes week of training):**

Doe Lake	Wyoka
June 12-Aug 30	June 12-Aug 23

**WATER PROGRAM COORDINATOR** (All camps & includes boating at all camps except Doe Lake)

- Minimum of 750 hours of experience in water program leadership.
- Current throughout employment period:
  - NLS certification (waterfront preferred)
  - Canadian Coast Guard Pleasure Craft Operator Card. (not required at Wyoka)
  - Instructor certification in Red Cross and Lifesaving Society (mandatory at Doe Lake, optional at other locations)
  - Instructional boating experience and qualifications (Adelaide, Woolsey and Wyoka)
- **Contract Dates (includes week of training):**

Adelaide*	Woolsey*	Doe Lake	Wyoka
Aug 4-23	June 12-Aug 1	June 12-Aug 30	June 12-Aug 23

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**BOATING PROGRAM COORDINATOR** (Available at Doe Lake only)

- Minimum of 500 hours of experience in boating programs preferably as an instructor.
- Current throughout employment period:
  - NLS certification (waterfront preferred)
  - Canadian Coast Guard Pleasure Craft Operator Card.
  - Instructor certification in Red Cross and Lifesaving Society
  - ORC(K)A Instructor Levels in Flatwater Canoeing and Kayaking
  - CYA White Sail Instructors
- **Contract Dates (includes weeks of training):**

Doe Lake
June 12-Aug 29

**ARTS PROGRAM COORDINATOR** (Available at all Camps)

- A broad portfolio of experience and instruction within the arts areas of dance, music, crafts and fine art.
- Experience does not need to be equal in all areas but a knowledge base must be present.
- Ability to schedule, support and facilitate staff members to teach in the areas listed directly above.

• **Contract Dates (includes week of training):**

<b>Adelaide</b>	<b>Woolsey</b>	<b>Doe Lake</b>	<b>Wyoka</b>
Aug 4-23	June 12-Aug 1	June 12-Aug 30	June 12-Aug 23

\* Adelaide and Woolsey applicants should consider merging their contracts