

Job Title: Leadership Program Coordinator (2 Positions)

Location: Elmwood, Ontario – Between Hanover and Durham Ontario

Dates of Employment: June 26th, 2022 – August 28, 2022

About Us:

Since 1971, Camp McGovern has been faithful to the original vision of providing underprivileged children and youth with the opportunity to go to overnight camp. At Camp McGovern we serve approximately 75 kids a week - all of whom are referred through Children's Aid, United Way Agencies or Big Brothers Big Sisters. We are situated on 120 acres located along the beautiful Saugeen River, near Hanover, Ontario.

Our team of staff and volunteers put on an array of activities throughout the week including: Arts & Crafts, Nature Programs, River Rides, High/Low Ropes, Archery, Swimming, Canoeing, Campfires, Games and more. Camp McGovern is a welcoming, safe environment where Campers and Staff come from all walks of life and experiences. We value friendships, we foster leadership and we hold a shared passion for having FUN.

If you want to make an impactful difference while utilizing your experiences, education, leadership and skills, then this may be the perfect fit for you!

Job Description:

Camp McGovern is a registered charity seeking two candidates for the position of Leadership Program Coordinator for our summer camp operations. We are looking for enthusiastic candidates who have a big heart, a positive attitude and a desire to be leaders in the camp community.

The Leadership Program Coordinators design and lead Camp McGovern's LIT (2 week) and CIT (4 week) programs, providing leadership development opportunities for 15 to 17-year-olds. Together, the Coordinators will develop leadership programs that will provide campers with a camp-based educational experience that cultivates skills and values that offer benefits in the campers' personal life, school, community, and work environments. In addition to developing and leading the programs, the Leadership Program Coordinators will

take campers on a multi-day excursion down the Saugeen River, lead by a qualified Tripper, employing the skills they have learned throughout the program.

Job Responsibilities:

- Provide care for campers, ages 15 to 17, which includes supervision, coaching, security, safety, health, happiness, hygiene and emotional needs.
- Design, implement and lead LIT and CIT programs that develop practical and personal leadership skills.
- Identify and secure resources and equipment required to run programs, off-site trips, special events and excursions.
- Work collaboratively with the Program Director and Program Specialist to coordinate program activities.
- Communicate with community partners to provide campers with opportunities for leadership-based experiences.
- Coordinate camp job placements for the final portion of the CIT program.
- Complete administrative duties related to camper documentation, including but not limited to behaviour logs, incident/injury reports, communication logs, future staff recommendations, etc.
- Assist with communications, including but not limited to, pre-camp contact, email updates, phone calls to new camper families, behavioral phone calls, etc.
- Collaborate with the camp Tripper in developing a multi-day excursion experience down the Saugeen River.
- Modify programs for campers with limitations.
- Manage program inventory and supplies.
- Take care of yourself, physically and emotionally so you can put children first.
- Be an enthusiastic, caring, positive role model each camper needs.
- Encourage camper participation in all activities and ensure they feel a sense of inclusion.
- Communicate with camp Leadership Staff about participant experiences and concerns.
- Maintain responsibility for a safe, clean and organized cabin space.
- Assist in the operation of the camp program and camp wide activities.
- Listen and problem solve when issues arise with campers.

The best Leadership Program Coordinators:

- Foster self-esteem, social skills, and respect for others.
- Uncover potential for personal growth in campers.
- Nurture mentoring, teamwork, and leadership development.
- Are focused on safety.
- Are empathetic to staff and campers who need an ear.
- Provide comfort and support when someone needs it.
- Are patient with campers who need more attention.
- Communicate well and seek help when needed.
- Are organized and keep accurate records.
- Understand the importance of camper confidentiality, but know when a disclosure is required (training provided).
- Are resourceful with coming up with great evening routines to help campers settle at night.
- Are able to take initiative to create activities on the spot.
- Have experience working with people of diverse backgrounds. We do not discriminate on the basis of race, color, origin, age, sex, sexual orientation or disability.

Qualifications:

- At least 19 years of age.
- Valid First Aid/CPR-C.
- Valid G Driver's License
- A satisfactory Police Records Check - including the Vulnerable Sector Screening (dated within 3 months of employment)
- Experience in camp settings, youth programs, recreation, supporting children with special needs, outdoor education, forest school or related fields would be an asset.
- Certifications in Lifeguarding, Challenge Courses, Canoe/Tripping, etc. are considered an asset, but not required.