

C. Development Coordinator

Reports to: Camp Director

Qualifications and Experience Required

- Must be a responsible adult of at least 18 years of age.
- Must have relevant experience in a camp setting.
- Must have relevant supervisory experience.
- Must hold current Standard First Aid/CPR certificate.
- Must have ability to evaluate and capability to offer developmental suggestions.
- Must have excellent supervisory, organizational, interpersonal and administrative skills.
- Must have a strong understanding of youth and their developmental needs.
- Must be able to work closely and respectfully with a large and diverse population.

Job Responsibilities and Duties

- To evaluate, modify, and develop programming to reflect camp goals.
- To evaluate, modify and develop programming to improve camping experiences.
- To ensure that age-appropriate programs are planned and implemented during each camping week.
- To assist in supervision, training, and development of CITs and Adult Volunteers.
- To assist in supervision, training, and development of Summer Staff.
- To respectfully advocate for programming changes to improve camping experiences.
- To provide opportunities for Summer Staff to report particulars regarding programming.
- To provide opportunities for Summer Staff to report particulars regarding volunteers.
- To compile, consolidate, and deliver CIT Evaluations in a timely fashion.
- To be able to lead a team, while still answering to the Camp Director.
- To assist in the physical, mental, social and spiritual well-being of the campers.
- To build good working relationships with all staff, volunteers and campers by leading by example.
- To attend Staff Leadership Training before the camping season officially begins. During this training session, the Development Coordinator will help as indicated by the Camp Director.
- To be a consultant to counsellors and resource staff.
- To help ensure that the facilities are kept in good condition and that all maintenance problems are reported to the Camp Director.
- To refrain from smoking, drinking alcoholic beverages, using illegal drugs and using profane language.
- To be mindful of their personal habits, health, dress, speech, and relationships with other staff.
- To help ensure that all camp property is adequately cleaned at the end of the camping season.
- To carry out duties that may be reassigned or any additional duties that may be assigned by the Program Committee.

Terms of Employment and Wages

- Forty (40) hours a week for nine (9) weeks at minimum wage + \$1.00 starting in late June. Most of work period involves staying overnight at camp five (5) nights a week (Sunday evening until late Friday afternoon). Room and board included.

Time Off

- The Development Coordinator is entitled to two (2) hours of free time per camping day. This time can be taken all at once or staggered throughout the day.