



## Program Coordinator

The Program Coordinator is responsible to design, implement and facilitate an overall summer program which is fun, creative, inclusive and safe for all campers and staff. The Program Coordinator is to develop and offer engaging programming that adds joy and excitement to daily life at camp, builds community, and helps create lasting memories for campers.

### Responsibilities:

- Prepare a complete outline of the camp program for the coming season including camp themes, skits, special days, evening activities, special meals, and sample daily schedules, in consultation with the Executive Director.
- Prepare and lead sessions for staff training - to include: scheduling sessions, themes, special day programs, evening programs (prime time), rainy day activities, optional periods, campfire, and other sessions as expertise allows.
- Coordinate schedules each week and in consultation with the Executive Director.
- Organize and monitor program resources. Ensure that equipment is stored safely and in an organized fashion throughout and at the end of the season.
- Coordinate, supervise and lead evening programs, special day activities and camp-wide programs utilizing camp staff as required and as scheduled.
- Work to develop Camp Kintail's program by researching and using a variety of games – both classic and new.
- Assist in planning campfires which include but are not limited to songs and skits.
- Work with the Kitchen Staff to incorporate special meals into the Kintail program, after approval from the Executive Director.
- Work with the Associate Director to ensure the necessary announcements are made each meal. The Program Coordinator will deliver the announcements twice a day. Always check with the Directors before announcements are given.
- Facilitate programming session as required.
- Consider the various programming needs of multiple camps running on the site at one time: i.e. day camp and overnight camp. Be the staff who has the big picture and ensure that each camp has the programming support required.
- On rainy days, creatively work to provide excellent programming to support the staff. This includes programming during the afternoon when free swim is not possible.
- Within reasonable limits, perform other duties as assigned by the Assistant Director and/or Camp Director including maintenance, kitchen, office, and special program projects.
- Provide the Director with a written final report. The final report should contain details about the program area and suggestions for the future.



# CAMP KINTAIL

LAKE HURON  
EST 1929

## **Qualifications:**

- Organizational skills.
- Flexibility, creativity and sense of fun.
- Comfortable speaking in front of crowds.
- A willingness to work in a team environment.
- Standard First Aid with CPR “C”.
- A personal living faith.
- Previous camp experience is a major asset.
- A valid “G” level driver’s license is desirable.