

Day Camp Co-ordinator

BROAD RESPONSIBILITIES:

The Day Camp Co-ordinator is responsible for designing, implementing, and supervising a day camp program held at camp 4 times a summer which compliments Camp Kintail's philosophies, goals and programs. These day camp programs will help local campers experience what makes Camp Kintail special and provide them with a great outreach to the wider Huron/Bruce county area.

RESPONSIBLE TO:

1. Prepare a complete outline for each day camp's activities. Ensure age and gender of campers are taken into account.
2. Order supplies needed for the summer with the Executive Director's approval and within budget limits.
3. Work with the Camp Director, Program director, and program staff in each program area to coordinate and schedule activity time.
5. Develop and administer FLASH materials appropriate for day campers.
6. Emphasize outdoor activities and time in nature as much as the schedule allows.
7. Meet with day camp staff twice a day; once in the morning to discuss the schedule and daily expectations, and once in the afternoon after campers depart to review the day and develop the program.
8. Coordinate with full time staff on bus supervision responsibilities, ensuring that 2 staff are present on the bus to and from Goderich each day.
10. Oversee supervision of campers by providing clear instructions and expectations as well as assisting in the actual counselling of campers.
11. Be responsible for the division of responsibility each evening and ensuring staff members are prepared for their sessions.
15. Prepare a Christmas card for each participant at the end of the week.
16. Ensure a walk talkie is taken with you throughout the day for efficient communication.
17. Ensure the safe storage of supplies and equipment throughout and at the end of the season.

18. Provide the Director with a written final report. The final report should contain details about the program area and suggestions for the future.

19. Participate fully as a program staff member and by word and deed encourage a faithful Christian witness.

QUALIFICATIONS:

1. A minimum of two years experience as a camp staff member.
2. A minimum one year of camp counselling experience.
3. A personal living faith.
4. A passion for sharing a love of God's creation with campers.
5. A passion to spread the Camp Kintail spirit to churches in the synod.
6. A Standard First Aid Certificate with CPR "C".
7. A valid "G" level driver's license and insurable on the camp van.

DIRECTLY RESPONSIBLE TO:

- The Executive Directors
- The Associate Director

Created May 2018