

Youth Dirt Camp Manager - Annual Calendar of Tasks

This is a full time (35 hours/week) 6 month long seasonal role from Mid-March through to Mid-September. Due to the nature of the role during camp operations the hours can extend to 40 hours/week and there are occasional tasks that are require attention outside of the 6 month employment period. The workload will be less in the first and last month of work. It is expected that an averaging agreement will be implemented.

Informing documents:

- Dirt Camp Handbook – to be updated for 2018
- Dirt Camp Code of Practice – to be developed for WORCA Dirt Camps

January/February

- Confirm local elementary school schedule for Elementary Schools program

March

- Update camp hand book and add to website.
- Work with Operations Manager to ensure CCN is ready for 1st April when camps are scheduled to go on sale.
- Request camp discount codes from CCN for WCCS selected families.
- Circulate 10 codes to WCCS for complimentary camps for families experiencing financial hardship.
- Contact elementary schools to schedule schools program dates.
- Prepare wait list on Google Docs for CCN to link to from registration.
- Contact local provider to schedule First Aid/CPR refresher course for May/June.
- Contact local provider to schedule conflict management course for May/June.
- Contact past staff to ascertain who is interested in returning and who is not, then create hiring plan.
- Ensure membership is informed of camp on-sale date prior to the date as they sell out very quickly.
- Update Dirt Camp Coach Job Description, Job advert and post ads and advertise via website, newsletter, social media, in Pique.
- Update weather (e.g. continue with adapted activities) and camp cancellation policy.
- Adventure day plan – pick a day and location and communicate 2 weeks out.

April & May

- Recruitment: Interview and hire coaches.
- Ensure all coaches are qualified, current and trained to WORCA standards.
- Liaise with Treasurer and coaches to ensure all hiring paperwork is submitted to commence payroll.
- Work with the PR Director and WORCA staff to promote the camps.
- Manage the camp booking process to resolve issues or concerns as they arise.
- Process refunds and camp moves as required.
- Parent liaison re/ all camp queries.
- Purchase/activate Dirt Camp phone and ensure number is communicated on website, in hand book, in coach emergency process.
- Update website when camps sell out and provide link to waitlist.
- Attend Bike SWAP to answer parent queries about bikes and programs.
- Manage youth coach training program (advertising, applications, and recruitment).
- Confirm camp location with Arts Whistler re rental of Red Roof building at Spruce Grove. Consider split locations to increase capacity of program and concurrent youth and child camps if sufficient coaches exist: Child base: Red Roof building, Youth base: Passiv Haus.
- Release wait list places as coaches are hired and capacity of camps increases.
- Confirm status of coaching equipment stored over winter, remove from storage, audit inventory, and book/order replacements, maintenance, new features.
- Book first aid training for those without certification.
- Liaise with elementary schools re numbers and book coaches.
- Plan & run 2 days minimum of coach training – typically weekends. Use ZEP Techniques.
- Order first aid supplies (for coaches), tubes, bar end stops (to sell to campers).
- Communicate camp numbers to Operations Manager to communicate at monthly Board meeting.

June, July, August

Daily camp operations:

- Conduct daily morning meeting and debrief with coaches.
- Conduct weekly debrief with coaches on Fridays.
- Continue parent liaison re/ all camp queries.
- Manager is the emergency contact.
- Act as the daily base contact for accident or incidents that may arise from the camps and arrange necessary resources as needed.
- Liaise with Treasurer re bi-weekly payroll for coaches.
- Prepare weekly camp reports for coaches.
- Communicate camp numbers to Operations Manager to communicate at monthly Board meeting.
- Fill wait list places and process cancellations/moves as per the camp policy.
- Send weekly email to parents one week before camp to prepare – examples in mailchimp.

- Send quick weekly survey to parents for feedback and actionable items to inform coaches and daily operations.
- Update website as camps sell out or places are released.
- Ensure timely and factual reporting of accident or Incident related to the dirt camps, provide reporting and analysis to the board of directors at the end of the season for review.
- Act as the WCB contact to ensure efficient and timely responses for workers as and when they arise.

September

- Perform exit interviews with staff.
- Facilitate staff party.
- Invoice elementary schools for programs.
- Collaborate with Operations Manager and Board to confirm pricing for the next year.
- Prepare and work within the camp budget for the next year.
- Work with Operations Manager to update website with next year's camp prices/dates.
- Work with Operations Manager re Club-wide survey to ensure appropriate Dirt Camp questions are included.
- Review incident reports.
- Manage the future development of the Dirt Camps.