



## CAMP MENESETUNG

Overnight Camp | Day Camp | Outdoor Ed. | Retreats

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**Job Description:** Program Coordinator

**Full-Time:** Living on site: Sunday (12pm) -Friday (following closing approx. 8pm) position from July 2nd to August 26th 2023, shorter term contracts are available with prior discussion. A member of the Leadership Team. **Salary:** Compensated according to salary grid ([link here!](#)), minimum \$425/week with room & board included.

**Part - Time:** Non-Residential, set number of hours per week in the Spring (May & June) for summer preparation. Negotiated with Directors prior to accepting the position. Paid at a percentage of the weekly summer rate.

### Job Purpose and Reporting Structure

As the Program Coordinator you are responsible for overseeing the fun and logistics of Camp Menesetung's summer program including: evening programs, special days, camp wide activities, weekly themes, campfires, supporting staff who are running program sessions and making sure everything happens on time. All Leadership Team members must be prepared to step in to fill other positions when needed, step up for needed tasks, and seek out opportunities to further contribute to Menesetung success. This position reports to the Camp Director and Executive Director.

### Essential Duties and Responsibilities

#### Pre-Camp Duties

- Plan program-related sessions for staff training weekends and staff training week with support from the Camp Director and larger Leadership Team.
- Prepare program ideas for the summer (i.e. weekly themes & theme materials, camp wide activities, evening programs, campfire activities etc.)
- Take an inventory of materials in the program supply spaces and prepare these spaces for use by the frontline staff for their program sessions

#### During Camp Duties

##### To the Program

- Collaborate with the Camp Director to create a weekly schedule with a wide variety of programs and sessions led by cabin counsellor/programmers
- Oversee all sessions by creating a flexible planning and approval process for programs
- Inspire creativity in staff and encourage them to be flexible and responsive to the desires of their campers
- Ensure that programs are camper-led, in that they respond to the needs and desires of the actual campers at camp each week
- Ensure that start and end times of activities are communicated clearly and effectively and schedule times are adhered to by all staff.



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- Go to sessions and see how staff are doing so that you can give timely, relevant and thoughtful feedback with the aim of improving the program itself as well as the skills of the staff leading the program
- Ensure that set-up and take-down of all activities happens in a timely manner
- Ensure that program areas are clean and organized
- Plan full-camp activities and communicate in advance to the Camp Director how many staff will be needed at the full-camp activity to run and supervise it successfully - this includes but is not limited to a daily evening program
- Lead or delegate leadership of a daily campfire
- Lead or delegate leadership of the weekly talent show
- Lead transition times that may require the full camp to assemble
- In collaboration with the rest of the leadership team ensure that the schedule runs smoothly and accurately and adjust the schedule when required to accommodate camper feedback, staff feedback, staffing issues etc.

### To all Frontline Staff

- Be a leadership role model. Through your work exemplify positive professional leadership characteristics, welcome feedback, and continually seek to grow and improve your own abilities in a way that others can understand and follow.
- Lead training sessions during staff training weekends/week/during the summer based on personal strengths and areas of interest/need.
- Lead a team of three Program Leads who will be responsible for supporting programmers through set-up/take-down, creating program materials, inspiring programmers and taking leadership of specific program-related camp wide events
- Meet daily with Program Leads to assist them in supporting programmers
- Seek to provide support for all program leaders, support you provide can come in the form of:
  - o Advice on programming scenarios, providing programming resources, offering to co-program with them for a period of time
  - o Communicating/escalating their concerns to relevant members of the Leadership Team or Directors
  - o Working with the Frontline Staff Coordinator to cover or support another staff member in covering for a staff who needs an unforeseen break
  - o Making weekly program re/assignment recommendations to Camp Director,
  - o Recommending that a camper unsafe and needs to be sent home to the Camp Director
  - o Any other applicable supports available within reason.
- Ensure that your program leaders have the tools and supports they need to be successful, by identifying needs and communicating with the Camp Director.
- Act as a liaison between program leaders and Leadership Team, and vice/versa.



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- Participate in the staff evaluation process with specific observations about program leadership.
- Advocate on behalf of program leaders during policy, program, or scheduling decisions.

### To all Fellow Staff

- Communicate! Communicate your decisions, where you'll be, if you're having a rough time and need support, if you are having a great time and can be a support, changes in the daily plan etc and meet daily with the Camp Director.
- Work collaboratively with the Leadership Team to support all other staff.
- Actively participate in everything you can, including Morning Optionals, Flag, Evening Programs etc. encourage staff and campers' participation and assist Programmers whenever possible
- Follow camp-wide rules and enforce these rules when necessary with staff and campers.
- Be punctual when arriving and departing from all camp activities.
- Actively volunteer to complete jobs or tasks that have not been done.
- Take care of yourself and seek support! We need you at your best, it is your responsibility to take care of yourself and seek out support from the team.
- Seek out ways in which you can support a fellow staff. If you find yourself with a free moment, think 'Do my fellow staff members need extra help supervising campers? Setting up? Cleaning up?' Etc.
- Respect your fellow staff, ensure that any issues, violence, or harassment amongst staff are deescalated and reported immediately to the Camp Director.
- Work together to create the best possible experience for our campers.

### To Camp Menesetzung

- Uphold the Camp mission at all times but especially when making decisions: "To lead the way in creating inclusive, healthy, and sustainable community through the Spirit of outdoor adventure."
- Understand and follow all camp policies, protocols, and procedures outlined in the Staff Manual.
- Take an active role in daily camp maintenance through setting/serving/cleaning in the dining hall, cleaning program spaces & cabins, cleaning staff only spaces, refilling bathroom supplies etc.
- Must be prepared to substitute for any frontline staff, if needed.
- Assist with arrival and departure days as needed.
- Ensure physical, and emotional safety for all campers on-site.
- Promptly communicate all health & safety concerns, accidents, injuries, and illnesses to the Health Care Provider.
- Ensure activities, cabin, and staff talk reflects the overall Christian atmosphere of the Camp.



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- Work with the Leadership Team to address concerns regarding program effectiveness, camper issues, staff members, bullying, violence or harassment between campers, or any relevant concerns. Escalate when needed to the Camp Director.
- Seek to always be growing and learning, by asking good questions, making use of resources provided to you, and actively participating in weekly check-ins & debriefs, mid-summer evaluations and end-of-summer evaluations
- Keep campers safe from sun and insects by modelling and ensuring activity appropriate clothing is worn. .
- Keep track of all supplies and inform the Camp Director of any losses, damages, or shortages.
- Show enthusiasm and excitement for camp with all those visiting the site especially caregivers who are dropping off or picking-up their campers for a week of camp
- Write a comprehensive report on program highlights and lowlights, assemble programs that could be repeated in the future and commentary on the strengths and weaknesses of the programmers for the end of August
- Ensure prompt arrival at scheduled times. Giving as much notice as possible to the Director if scheduled attendance is impossible.
- Communicate in writing all unavailability a minimum of 2 weeks before campers arrive.
- Conduct yourself as a professional representative of Menešetung to all campers, caregivers, teachers, etc. always, including when not actively working, and on social media platforms.

Performs all other duties designated by the Camp Director or Executive Director.



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