



Position: Camp Spirit Coordinator Positions

PURPOSE AND SCOPE OF THE WORK

CAMP SPIRIT COORDINATORS will work directly with the children of Camp Spirit. The candidate(s) will bring a positive attitude, a love of children, a growing faith and a willingness to work in a team.

There are three types of coordinator positions:

- Age Group Coordinators have responsibilities including: implementing curriculum, participating in planning and leadership of age group classes, leading the Camp Spirit Youth Crew team and ensuring safety of the children in their care. The age groups are most likely to be Kindergarten, Grade 1-2, Grade 3-4, Grade 5-6. Applicants must be 16 years of age or older.
- Music, Community Engagement and Worship Coordinators are responsible for daily opening and closing, Community Engagement times and sharing music and music activities within different age group. Applicants must be 16 years of age or older.
- LIT and YOUTH CREW Coordinators plan and facilitate the Leader in Training program for younger youth grade 7-9 and oversight and support Youth Crew for older youth grades 10 and up. For LIT program this position will work directly with the up to 10 youth per week who have registered for this training program. For youth crew, this position will assist in the leadership development during training week and will support relationships between Youth Crew during summer. Applicants must be 19 years of age or older.

Responsibilities

- To work in a team with the other Camp Spirit staff
- To implement summer curriculum – Generally mornings will be spent in age group specific classroom; afternoon in mixed age and whole camp activities. Camp wide opening and closing are scheduled each day.
- To participate in planning and leadership
- To lead a team of youth crew who will work with the coordinator on a weekly basis
- To ensure the safety of the children in their care
- To assist in a wide variety of co-ordination tasks
- always Maintain safe practices

Typical Duties

- Prepare and oversee the leadership of program (9am – 3pm Monday – Friday)
- Participate in afternoon and all camp activities as assigned on a weekly basis
- Lead the small team of youth assigned to this age group for the week
- Ensure all activities and camp environment align with the mission and values of Camp Spirit
- Participate in weekly supervision meeting
- Participate in daily summer staff meetings
- Gather and prepare resources and materials for each day's program experience
- Participate in the leadership of opening and closing worship gatherings
- Support the work of youth leaders and other volunteers in a respectful and appreciative way

- Know the Fire Safety Plan and Emergency Preparedness Plan for each facility
- Know the safety plan for all off site events and be responsible for their part in such plans
- Connect with families to ensure they are supported, welcomed and engaged as it is required in the program
- Work collaboratively in a team
- Communicate effectively with people of all ages: parent's adults and children
- Role of welcome and hospitality to all

Education, Training, and Experience

- Significant experience in leading children
- Previous experience with Camp Spirit staff is an asset
- Experience in collaborative team leadership
- Experience in a faith based environment

Skills and Abilities

- Capacity to communicate Camp Spirit mission and values
- High level of ability to adapt and implement curriculum or children's program
- Proven communication skills with individuals and groups
- Ability to organize and be attentive to detail
- Able to work in an environment where interruptions are frequent
- Confident with speaking to and directing large groups of people
- Willingness and ability to provide leadership for and to work in a collaborative team
- Skilled at working with biblical and theological concepts and stories
- Capacity to be healthy and centered during multiple and varied work demands
- Demonstrated ability to work in an ordered and organized manner as well as a capacity to be spontaneous, flexible, and to take initiative

Compensation

The starting wage for these positions is \$18 per hour for a 40 hours per week. Hours of work are Monday to Friday, including statutory holidays. This position ends on August 31st 2019.

Staff are responsible for their own travel to and from the different sites of Camp Spirit in the lower mainland. There will be at least one week that staff are required to be out of town - all travel and accommodation and food for that week will be paid for by Camp Spirit.

PLEASE NOTE: We have applied for Canada Summer Jobs Grant so that we might offer positions for summer employment. Not all of our positions are part of the grant program.

Applicants for the Camp Spirit Age Group Program Coordinators are asked to complete the application online and upload resume and cover letter. If you have any problem with the online application please contact:

Mary Nichol at marlynichol@gmail.com

Deadline for this application: February 25.2019.