

**Camp Address**  
2411 Westside Place,  
Kelowna, BC, V1Z 3T5



**Office Address**  
201 - 380 Leathead Road,  
Kelowna, BC, V1X 2H8

### **Job Description – Program Coordinator**

**RESPONSIBLE TO:** Camp Director

Responsible for the programming and day-to-day running of the camp. Responsible for the supervision of camp staff, campers, volunteers, program and activities throughout the summer camping season.

#### **QUALIFICATIONS:**

- Commitment to the Christian aims and purposes of the Camp.
- Strong leadership and organizational abilities.
- Experience working with children and ability to relate to and interact well with children.
- Belief in the individual worth of the camper
- Strong communication and conflict resolution skills with ability to work collaboratively with others.
- Emotionally mature and willing to accept responsibility
- Must be at least 18 years of age, 21 is preferred.
- Minimum of 2 years of leadership and administrative experience in a camping or related field

#### **ESSENTIAL FUNCTIONS:**

- Work and participate as a team member with other staff in all aspects of camp life.
- Visually observe behavior of campers in your care, and report any concerns to the Director.
- Visually identify hazards in your program area, and respond appropriately.
- Be able to work and communicate well with a variety of age groups.
- Actively participate in every aspect of camp life when duties allow and work with other staff as a team member in planning events and evening programs.
- Have a high standard for the care of your personal possessions and be tidy in your personal living space and those of others.
- Assist camp director in maintaining high standards of safety and health within your program area in accordance with the BCCA accreditation standards, be ready to assist in emergency situations as required.
- Assist with minor maintenance and cleaning duties and projects under the supervision of the Property Manager
- Work with the staff team to clean and organize the camp every Friday from 3 to 5pm during the camping season.

Email – [oac.director@gmail.com](mailto:oac.director@gmail.com) Phone – 778 803 7719  
[www.campoac.com](http://www.campoac.com)

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#### **SPECIFIC RESPONSIBILITIES:**

- Demonstrated ability to promote staff morale, cooperation, assertiveness, creative planning for change and innovations, and ongoing professional development of self and others.
- Demonstrated ability to manage time and resources, implement activities to promote cooperation among relevant others, and supervise staff training and leadership development.
- Demonstrated ability to use factual knowledge, prior learning and basic principles to support decisions and actions, and integrate best practices for outdoor children/youth camping programs and environmental education.
- Ability to promote camper focused staff and youth leadership development-sensitive to diverse staff skills and abilities.
- Demonstrated ability to integrate and evaluate pertinent data from multiple sources to problem solve effectively.
- Ability to instruct people about topics essential to outdoor camping program, environmental awareness, leadership development, safety, and well-being.
- Report any issue that may attract media attention to the Camp Director.
- Report incident level sick/injured campers/staff to Camp Director and assist in contacting parents/guardians as directed.
- Lead daily meetings with staff and volunteers. Report concerns and request meetings with the camp director.
- Plan and participate as an official representative of the Camp in publicity events
- Team build and communicate with all staff and volunteers prior to Camp start up. Ensure they have an overview of program, when to arrive at Camp, and what to bring
- Post and communicate camp program schedule, breaks, and meal times.
- Welcome and orient weekly volunteers, ensure arrangements are made if volunteers are arriving early (eg. the night before)
- Role model effective leadership and collaboration
- Be responsible for all programs provided for the camper. Lead and facilitate planning and implementation, in accordance with the aims, purposes and traditions of the Camp.
- Develop Staff Training, Spirit Day, and the Leadership camp program utilizing the Camp Staff Manual, Youth Leadership manual, board approved curriculum, BC Camping Accreditation standards, and other resources in consultation with the Program and Staffing committee. Include outdoor leadership and education development within allocated board approved budget.

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- Work with the Program planning team and Chaplain to develop age appropriate programming.
- Ensure high standards of safety and emotional/physical health of campers, staff and volunteers.
- Visually observe the assigned staff and volunteers in performance of their duties, as well as behavior of campers in their care, and provide guidance as needed.
- Visually identify hazards in the Camp operation and respond appropriately.
- Train staff to maintain a high level of risk awareness and a clear protocol for reporting risks in a timely manner as per policy and procedures
- Be onsite in a supervisory capacity during Spirit Day, Staff Training, Leadership camp and all camps while children are onsite.
- Supervise pre-camp readiness and coordinate purchasing of necessary supplies with the camp director.
- Work with the camp director to determine cabin arrangements for upcoming sessions.
- Responsible for ensuring Camp cleanup according to policies and as directed/supervised by the Property Manager.
- Ensure policies and rules are posted and understood by campers, staff and volunteers, including curfews

**We encourage staff applications from everyone, regardless of your situation. If you identify as part of a minority and/or have a disability, we are dedicated to working alongside you to help ensure an equitable and inclusive hiring process.**