



## 2023 Program Coordinator Job Description

### About Us

For 40 years, Camp Amicus has provided impactful and life-changing camp experiences for children, teens, and youth with Learning Disabilities, ADHD, and related diagnoses. It is a place where participants are seen and understood for who they are, with individual supports in place for each camper to find understanding, build confidence and maximize their potential. All programs at Amicus are based on current evidence-based and peer-reviewed models and interventions.

### About You

Camp Amicus is not only a place for our campers to grow but for our staff to grow too! We are passionate about helping staff develop new skills and find their passions within their role at Camp Amicus. Amicus staff are defined by their desire to grow, take responsibility for any missteps (we all make mistakes!), are flexible when changes happen, communicate with others clearly and honestly, and are self-starters. Amicus is not limited to folks with a set background in working with children, or camp/recreation programs. We appreciate having staff with little or no experience joining our team who want to learn as they often provide new perspectives on our programs, policies, and how Amicus can be successful.

### Position Summary

Working collaboratively with the Counsellor Coordinator, the Program Coordinator supports our Camp Counsellors in developing their programming skills - planning, delivery, facilitation and implementing feedback. The Program Coordinator leads camp wide activities such as camp wide games, theme days, and field trips. Additionally the program coordinator works closely with the Counsellor Coordinator to set staff schedules for programming and breaks, as well as creating camper groups for our daily clubs and choice programs. Finally, the Program Coordinator is responsible for helping prepare, inventory and maintain program resources.



We take the development of our camp staff seriously, through over 100 hours of paid training and industry certifications such as SIVA (Supporting Individuals through Valued Attachments) Training and structured supervision and mentorship plans for each staff member.

Note: For 2023 we are intending to provide both overnight and day camp programming. Staff hired may give their preference as to which program they prefer to work. While we try our best to accommodate staff's program of choice, there is no guarantee that is where they will be placed.

### **Physical/Social Demands of the Role**

Candidates must be able to see and respond to campers and other staff consistently.

Candidates must be able to work in a consistently mobile fashion - moving for up to 4 hours a time.

Candidates must be able to sustain attention to the program participants without significant impairment.

Candidates will not have access to their cell phones during work hours, except during special circumstances and emergencies.

### **Key Position Responsibilities**

In accordance with our mandate of creating a caring and safe environment for children and their families, we require an up to date (within 6 months of start) Police records with Vulnerable Sector Screening and eligibility to work in Canada.

#### *Supporting and Supervising Campers*

- establish relationships with campers that reflect respect, trust, and empathy, and work as a social coach to develop social skills in our campers
- support the successful execution of intentional camp programs connecting them back to the program outcomes
- encourage camper development and recognize their achievements
- respond with interventions learned in training when addressing challenging camper behaviors as they arise
- model healthy choices and emotional maturity
- exhibit a constant duty of care for our campers, and appropriately assess and respond to risks
- assist campers in meeting daily and personal needs for nutrition, hydration, and hygiene (hygiene overnight camp only) with reminders and monitoring.
- providing supervision at mealtimes, bedtimes, and any unstructured or "choice" times.



### *Programming*

- attend all staff training and camp sessions, participating in daily camp programming and activities
- adapt and implement successful camp programs, connecting them to our program mission, values, and outcomes (social skill programming, clubs, choice, and camp-wide game alternative programming)
- maintain programming supply organization, inventory reporting to the program coordinator
- Provide direct leadership

### *Documentation and Communication*

- inform supervisor (head counsellor) of any camper issues that arise in a timely manner (within 2 hours)
- complete sessional camper reports to a high level - well-edited, coherent, appropriate strategies for families
- ensure all forms (safe person/safe place plan, accident/incident report, behaviour support plan) are completed accurately in a timely manner (by end of day).

### *Other Duties as Assigned*

## **Qualifications**

### *Required Criteria*

- Current Standard First Aid and CPR Level-C Certification.
- Be between the ages of 18 and 30 by the start date of your contract.
- A positive attitude and desire to work collaboratively with the Camp Amicus team, giving and receiving feedback professionally.
- Ability to live on-site at our overnight camp for 6 days/5 nights per week for training and overnight camp dates.
- Excellent verbal and written communication skills, and proven organizational abilities.
- Mature, flexible, and well-organized with the ability to work well with other staff, supervisors, and management as a member of a multidisciplinary team.

### *Advantageous Criteria*

- Ability to work beyond the summer program in our year-round recreation and respite programs.
- National Lifeguard Service certification (current or ability to recertify).



- Excellent verbal and written communication skills, basic accounting, and proven organizational abilities.

### **Position Details**

#### *Duration*

May 16, 2023 - August 31, 2023

No programming or training on May 19, July 3, or August 1, 2023.

#### *Location*

Day camp program

- Foothills Academy Society  
745 37 Ave NW  
Calgary AB

Overnight Program

- Goldeye Centre  
Nordegg, AB T0M 2H0
- For overnight camp, staff begin work Sundays at 7:00 AM and finish Fridays at 1:30pm. Transportation is provided for staff for all overnight camps and staff training.

#### *Compensation*

\$760/week

### **Application Procedure**

Please submit a resume and cover letter to [amicus\\_employment@foothillsacademy.org](mailto:amicus_employment@foothillsacademy.org)

Camp Amicus is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace that is free from discrimination and harassment. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens, permanent residents, and those with



authorization to work in Canada. Accommodations are available on request for candidates taking part in all aspects of the selection process.