



2025 Program Coordinator Job Description

About Us

For over 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!), be flexible when changes happen, communicate with others clearly and honestly, and be 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

The Program Coordinator (PC) role is a unique and multi-faceted position that requires collaboration, organization, initiative, and flexibility. While working closely with the Counsellor Coordinator, the PC's role is to lead and organize camp-wide activities such as camp-wide game and field trips, to set the staff schedule for programming and breaks, give and implement feedback related to programs, and to create camper groups for our Club and Choice programs. In addition, the PC is responsible for helping prepare, inventory, and maintain program resources.

While the PC works collaboratively within the leadership team, they must be able to take initiative with complex tasks and accomplish them independently. The PC must be able to prioritize between many responsibilities while delegating other tasks. This not only ensures the task is completed, but by delegating the PC empowers, builds confidence, and increases the leadership abilities of the team.



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

Note: For 2025 we will 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 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 team to execute high-quality and intentional programs that build the social skills of our campers
- Encourage camper development and recognize their achievements
- Respond with interventions learned in training when addressing challenging camper behaviours 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)
- Work with the camp supervisor to plan and execute all field trips (Day Camp only)
- Maintain programming supply organization, inventory reporting to the camp supervisor and manager
- Work with counsellors to ensure all supplies are purchased or, if they can not be bought, an alternative solution is found
- Facilitate large camp activities- camp-wide games, campfires, dances, meal times, etc.)
- Call out time warnings over the walkie-talkies
- Provide direct leadership

Documentation and Communication

- Inform the supervisor of any camper issues that arise in a timely manner (within 2 hours)
- Work within the camp budget and ensure all purchases are documented with high accuracy
- Complete choice forms and club groups daily before programs run
- Preview all staff program plans and provide feedback to ensure they meet camp standards
- 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 and in a timely manner (by the end of the 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 5 days/4 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

This position is contingent on securing Canada Summer Jobs funding.

Duration

May 14, 2025 - August 19, 2025

No programming or training on May 19 or August 4, 2025.

Location

Day camp program

- Foothills Academy Society
745 37 St NW
Calgary AB

Overnight Program

- InterVarsity Pioneer Camp Lodge
32134 Range Rd 63
Sundre AB
- Staff will be living at the Overnight Camp location for 5 days and 4 nights- Monday to Friday.
Transportation is provided for staff for all overnight camps and staff training

Compensation

\$780/week

Application Procedure

Please submit a resume and cover letter to amicus_employment@foothillsacademy.org

Interviews will begin in January 2025.



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.