



CAMP OUCH **Overnight Camp Summer Staff – Program Coordinator**

Camp Oochigeas is a privately funded organization that provides children with cancer and children affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

Position Summary:

Oochigeas is a volunteer based program, and the following position is one of a core team of paid summer staff. In addition to facilitating the designated program area, it is the responsibility of the all-summer staff to actively support and provide resources to our over 500 volunteers throughout the summer.

Chosen applicants will work with the summer staff team and sessional volunteers to provide our campers with a valuable camp experience. The program coordinator will lead our dining hall programs, themes, elective style programming, all-camp programs and evening activities. They will work with staff and volunteers to ensure the quality of camp programs.

Reports to: Manager, Overnight Camp Programs

Contract Dates:

- Summer Theme Planning Day – date TBD (in Toronto)
- June 15th & 16, 2020 (in Toronto office)
- June 17th to August 30th, 2020

Specific Accountabilities

1. Planning (5%):

- a) Monitor and report on the achievement of Overnight Camp Program and themes and camp wide program plans

2. Programming and Facilitating (70%):

- a) Collaborate with staff and volunteers to lead, plan and facilitate large all-camp game programs for campers aged 6-18
- b) Schedule and lead camp programs, themes, evening activities, campfires and special guest visits
- c) Lead dining hall programming during camp meals, including meal time routines, themes, skits, songs and dances
- d) Maintain equipment, track inventory, and report on needs for dining hall and other sound and tech equipment as well as overall program growth
- e) Build out and prepare program plans for summer and for future program use.
- f) Evaluate and improve program throughout the summer and at the end of summer to make suggestions for future program development.

- g) Adapt and adjust program activities from session to session based on feedback and experiences
- h) Ensure that camp programs incorporate Ooch values and traditions

3. Volunteer and Camper Support (20%)

- a) Lead facilitation of on-site theme and program volunteer trainings and assist in other training sessions
- b) Coach and support volunteers in planning, prepping, and execution of camp wide programs, theme, and other activities
- c) Support, coach, and lead volunteers in achieving safe, fun, and engaging programs that are age- and ability-appropriate
- d) Assist volunteers in providing general support and supervision to campers
- e) Attend and participate in various program areas, staff meetings, and socials as required
- f) Participate in risk management and Overnight Camp emergency procedures
- g) Support with summer bus programs and bus chaperoning as needed

4. Communication and Administration (5%)

- a) Write end of summer report to evaluate activity area
- b) Complete any necessary expense reporting and collection of receipts

Experience and Qualifications

Required Criteria

- Experience as a staff or volunteer in a camp environment and/or working with children in a recreational setting
- Experience in planning and facilitation of camp themes and programs for large groups
- Experience working with children with special needs
- Valid Bronze cross or First Aid Certification for the duration of the contract
- Comfortable speaking in front of large groups

Advantageous Criteria

- An understanding of the power of camp
- Bronze Cross or NLS certification
- Experience in outdoor education or adventure education
- Ability to play a musical instrument and accompany and lead groups in songs
- Experience in drama, improv or public speaking
- Experience facilitating adaptive programming
- Overnight camping experience (does not need to be canoe trips)
- Demonstrated ability to work with children with serious illnesses and an understanding of how illness impacts the entire family
- Demonstrated commitment to volunteerism or volunteer sector
- A current driver's license, and eligible to be insured under Camp Oochigeas' Insurance Policy

Particular Working Conditions

- In consideration of the populations Ooch serves, the incumbent is a non-smoker

- This position requires living at the Ooch Muskoka campsite for the duration of the contract – room and board is provided.

Physical Requirements

The usual and customary methods of performing the job's functions and supporting camp life require the following physical demands: lifting, carrying, pushing, and/or pulling; stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. **The job is largely performed in an outdoor environment.**

The minimum physical requirements for this position include:

- Able to lift 20kg

Equal Employment Opportunity

Camp Oochigeas invites applications from all qualified individuals. Camp Oochigeas is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accessibility

Upon request, Camp Oochigeas will provide to applicants with disabilities, accommodations that take into account the applicants' accessibility needs, in order to facilitate participation in the recruitment, assessment, selection and hiring stages.

All members of the summer staff team must be at least 19 years of age. This is a paid residential summer contract position at our site near Rosseau, Ontario. All hires will be contingent on positive references, a police check with vulnerable sector screening and a medical screening. If you have questions please contact Miriam Paas, Overnight Program Manager at 416-961-6624 x 256

For more information please see our website www.ooch.org

Our application process is ongoing. Job opportunities will be posted at www.ooch.org until they are filled. Screening will begin January 6th, 2019

To apply, please send resume and cover letter to:

Email: careers@ooch.org

Subject line must state "Application to Program Coordinator"

Or

Human Resources
Camp Oochigeas
464 Bathurst St.
Toronto, ON
M5T 2S6