



Program Coordinator

Job Summary

Camp Warwa makes a difference in the lives of children by giving them unforgettable outdoor experiences. We believe that people care about what they are connected to; and all our programs support campers in connecting with themselves, connecting with community, connecting with nature, and connecting to the generations. A non-profit charity founded in 1980, Camp Warwa is a year-round outdoor education center that serves over 8,000 children annually.

Program Coordinators are members of our Leadership Team. Their primary roles are to lead the Program Staff Team and manage programs. In our peak spring and summer seasons, four Program Coordinators work together collaboratively. In the fall and winter seasons there may be one or two Program Coordinators.

Camp Warwa is led by a collaborative leadership community. Leadership Team members are empowered to bring their unique vision to their responsibilities, and to freely communicate with all other members of the team. Our organizational culture is cooperative, welcoming and carries a strong commitment to mentoring and professional development.

Responsibilities and Duties

Core responsibilities of Program Coordinators include:

- Preparing and organizing programs
- Assisting in hiring Program Staff and Junior Counsellors
- Providing leadership, training, and support for the Program Staff and Junior Counsellors
- Holding specific community-level responsibilities. These may include Program Supplies & Equipment Management, Program Schedule Coordination, Staff Appreciation, Traditions

Program Coordinator positions are seasonal, full time. They are live-on-site positions and workdays reflect program days. Most tasks are around-site leadership and communication work, with some office work as needed. Some remote, casual hours may be available before contract start-date to conduct interviews for Program Staff and Junior Counsellors. Program Coordinators report to our Operations Manager. They may work with other leadership team members as needed. They oversee the Program Staff team.

Qualifications and Skills

Program Coordinators will have leadership experience and will be passionate about making a difference in the lives of children. They will have experience in the outdoor education or summer camp industry or be currently enrolled in a related program of study. Program Coordinators will be role models who possess integrity, communication skills and who value both community and nature. A Criminal Reference Check and Standard First Aid with CPR-C are required. A valid driver's license is an asset.

Salary and Benefits

Salary of \$140-\$155/day plus on-site room and board, and access to Wi-Fi and laundry. Accommodation provided in a shared room in our Coordinator Lodge which contains a shared kitchen, common area and bathroom. Average of five days on per week.

Start and End Dates

Spring and Summer Seasons: April 24 – Aug 26

Fall Season: Aug 30– November 10 (option for Winter Season extension)

* start/end dates subject to change

Apply now at campwarwa.org