

# Program Coordinator

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## Job Summary

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, such as:
  - Program Supplies & Equipment Management
  - Program Schedule Coordination
  - Staff Appreciation
  - Leading Traditions

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

## Qualifications and Skills

- Leadership experience and a passion for making a difference in the lives of children
- Experience in the outdoor education or summer camp industry, or current enrollment in a related program of study
- Role models who possess integrity, communication skills, and a strong value for community and nature
- Ability to work an average of five days per week, generally lasting around 12 hours per day in both spring and summer, with an on-call system managed with other coordinators
- Criminal Reference Check and Standard First Aid with CPR-C required
- A valid driver's license is an asset, with a class 4 driver's license preferred

## Salary and Benefits

- Salary of \$140-\$155/day after on-site room and board deductions
- Access to Wi-Fi and laundry facilities
- Accommodation provided in a shared room in our Coordinator Lodge, which includes a shared kitchen, common area, and bathroom

## Start and End Dates

- Spring and Summer Seasons: April 23rd – August 23rd