Program Coordinator

camp warwa

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. 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. Average of five days on a week, days will generally last for around 12 hours in both spring and summer, with an all evening on call system, managed together with the other coordinators, to deal with any issues that may crop up during the night. A Criminal Reference Check and Standard First Aid with CPR-C are required. A valid driver’s license is an asset, as well as a class 4 driver's license.

Salary and Benefits

Salary of $145-$160/day after on-site room and board deductions, 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 28
Fall Season: September 3 – November 8

Apply now at campwarwa.org