ACTIVITY COORDINATOR - ARTS

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Head of Activities
Period: Staff Training in June - July & August (exact dates set in contract)
Honorarium: $250/ week (plus room & board)

Purpose and Scope

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec is a Christian Camp that seeks, develops and nurtures Christian faith and relationships through effective programs in a safe, exciting, and natural environment. It is our aim to be a living demonstration of God's love which is demonstrated through our care for all of creation, providing quality programming, and the intentional reaching out to those on route to Jesus as we live as a community of faith.

The Activity Coordinator – Arts is responsible for the successful oversight, organization, and delivery of Camp Kwasind's creative arts and enrichment programming, including crafts, drama, dance, STEM, and music. They will provide leadership, training, and support to elective staff, ensuring all activities are engaging, age-appropriate, well-organized, and safely delivered. They will oversee the preparation, maintenance, and management of creative activity spaces, equipment, and supplies while fostering opportunities for campers to explore their creativity, develop new skills, and build confidence. They will actively support camp-wide programming, incorporate weekly themes and encouraging meaningful camper engagement. They will report directly to the Head of Activities and serve as part of the Activities Team. This is a seasonal summer camp position.

Qualifications:

- A mature faith in Jesus Christ and an active part of a local church.
- Commitment to the mission, faith, philosophy, staff code of conduct and core values of CBOQ & Camp Kwasind.
- Be a minimum of 19 years of age.
- Demonstrated leadership experience, preferably in camp programming, creative arts, education, or recreational activities.
- Experience or proficiency in one or more of the following areas: visual arts and crafts, drama, dance, STEM programming, or music.
- Experience planning, teaching, or facilitating creative activities for children and youth of varying ages and abilities.
- Strong organizational, communication, problem-solving, and team leadership skills.
- Ability to develop engaging lesson plans, manage supplies and budgets, and oversee multiple activity areas simultaneously.
- Experience working with children and young people.

- Valid First Aid and CPR certification are preferred.

General Responsibilities:

- Attend and actively participate in May Staff Orientation Weekend, Senior Staff Training, and All Staff Training Week at the beginning of the camping season.
- Attend workshops, seminars, and training opportunities pertaining to the position as requested.
- Attend all staff meetings, training sessions, staff Bible studies, faith practices, and weekly chapels.
- Know, advocate for, and actively support Camp Kwasind's mission, goals, and core values.
- Demonstrate a commitment to personal spiritual growth through involvement in a local church, mentorship, and intentional faith practices.
- Model Christ-centred leadership, professionalism, positive communication, and servant-hearted teamwork in interactions with campers and staff.

Specific Responsibilities:

Arts Programming & Elective Oversight

- Work under the direction of the Head of Activities to oversee the successful daily operation of all arts-based electives, including crafts, drama, dance, STEM, and music.
- Develop and coordinate engaging, age-appropriate elective lesson plans for each activity area, submitting plans to the Head of Activities for review and approval prior to implementation.
- Ensure all five activity areas offer a variety of creative, skill-building, and developmentally appropriate experiences throughout the summer.
- Develop progressive programming that allows campers to learn foundational skills, explore new interests, and build on their abilities throughout their elective sessions.
- Work with the Head of Activities to establish weekly elective offerings, identify staffing requirements, determine activity capacities, and coordinate program schedules.
- Ensure elective leaders have clear daily plans, instructions, materials, and activity objectives before each session.
- Regularly observe and evaluate arts electives to ensure quality instruction, camper engagement, appropriate supervision, and consistent program delivery.
- Adapt activities and lesson plans to accommodate different ages, abilities, group sizes, weather conditions, and available resources.
- Work collaboratively with the Head of Program to incorporate weekly camp themes into crafts, drama, dance, STEM, and music activities.
- Identify opportunities to introduce new creative electives, projects, performances, and activities that enhance the camper experience.

Activity-Specific Responsibilities

- **Crafts:** Oversee the preparation and delivery of craft electives, including project planning, material preparation, supply distribution, tool safety, and the organization of completed camper projects.
- **Drama:** Coordinate drama electives, including acting games, improvisation, storytelling, skit development, rehearsals, and opportunities for camper performances.

- **Dance:** Oversee dance programming, ensuring instruction is engaging, inclusive, age-appropriate, and provides opportunities for movement, choreography, creativity, and performance.
- **STEM:** Coordinate hands-on STEM programming, including experiments, building challenges, engineering activities, and problem-solving experiences, ensuring materials and activities are safe and appropriate for campers.
- **Music:** Oversee music electives, including instrumental instruction, rhythm activities, singing, songwriting, and opportunities for campers to explore musical creativity and performance.
- Collaborate with the Head of Program to identify opportunities for camper-created artwork, performances, music, or demonstrations to be incorporated into camp-wide events, theme days, campfires, and special programming.

Staff Leadership & Development

- Provide direct leadership, mentorship, and support to staff assigned to crafts, drama, dance, STEM, and music electives.
- Assist the Head of Activities in training elective leaders prior to the camping season, ensuring staff understand instructional expectations, activity preparation, camper engagement, and safety procedures.
- Coordinate weekly staff assignments across the five activity areas, ensuring each elective has appropriate leadership and supervision.
- Meet regularly with elective leaders to review upcoming lessons, activity needs, challenges, and opportunities for improvement.
- Provide ongoing coaching, encouragement, and constructive feedback to elective leaders to strengthen their teaching, leadership, creativity, and camper management skills.
- Assist staff in navigating camper behaviour concerns, group dynamics, participation challenges, and interpersonal conflicts, consulting with the Head of Activities when additional support is required.
- Promote a positive, collaborative team environment where elective staff feel supported, valued, and equipped to succeed.
- Monitor staff workload, preparation time, and well-being, communicating concerns and staffing needs to the Head of Activities.
- Provide regular one-on-one check-ins with elective staff to offer encouragement, feedback, and opportunities for personal and professional development.

Equipment, Supplies & Activity Spaces

- Oversee the organization, maintenance, cleanliness, and long-term care of all arts-related equipment, supplies, and activity spaces.
- Maintain an accurate inventory of craft materials, STEM supplies, musical instruments, drama props, costumes, dance equipment, and other creative resources.
- Submit requests for supplies, equipment, repairs, and additional resources to the Head of Activities for approval.
- Monitor supply usage throughout the summer, ensuring materials are used responsibly and sufficient resources are available for upcoming sessions.
- Ensure all activity spaces are prepared before the start of each camp session, with materials organized and equipment ready for use.
- Establish and maintain clear systems for the storage, distribution, collection, and return of activity materials and equipment.

- Ensure all arts areas are cleaned and organized at the end of each day, including proper storage of supplies, removal of garbage, and securing equipment.
- Ensure tools, chemicals, adhesives, electrical equipment, and other potentially hazardous materials are stored and used according to camp safety policies.
- Identify damaged or unsafe equipment and arrange for its repair, replacement, or removal from use in consultation with the Head of Activities.
- Coordinate the organization and storage of completed camper projects, ensuring campers have opportunities to take their creations home when appropriate.

Safety & Risk Management

- Prioritize camper and staff safety across all creative arts and STEM programming.
- Ensure all elective leaders understand and consistently follow camp policies, activity-specific safety procedures, and appropriate supervision requirements.
- Conduct regular inspections of activity spaces, equipment, tools, and supplies to identify potential hazards.
- Ensure proper supervision and instruction when campers use scissors, crafting tools, hot glue guns, electrical equipment, STEM materials, and other specialized resources.
- Ensure activity spaces are accessible, appropriately arranged, and suitable for the age and ability of participating campers.
- Maintain appropriate procedures for managing spills, broken equipment, unsafe materials, and other activity-related concerns.
- Communicate incidents, safety concerns, equipment issues, and emerging risks promptly to the Head of Activities.
- Develop and implement appropriate contingency plans when programming must be modified due to weather, staffing, equipment, or facility limitations.

Camp Program & Camper Engagement

- In support of the Head of Program, actively participate in the planning, organization, and delivery of camp-wide recreational activities, theme days, wide games, special events, campfires, and other programmatic experiences.
- Support the creation of props, costumes, decorations, performance elements, and creative materials for weekly camp themes and special events.
- Encourage elective leaders to actively participate in camp-wide programming and contribute their creative skills to the broader camp experience.
- Build meaningful relationships with campers, intentionally engaging with them during electives, meals, vespers, campfires, and other camp activities.
- Ensure arts programming provides opportunities for campers to experience creativity, collaboration, personal growth, and the joy of discovering new abilities.
- Intentionally incorporate Camp Kwasind's Christian mission and values into creative programming, encouraging campers to recognize and celebrate their God-given gifts and talents.
- Serve as a Cabin Buddy, supporting cabin staff through prayer, spiritual conversations, encouragement, and modelling Christian living.
- Actively participate in campfires, vespers, camper chapel, camp-wide games, and other programmatic elements as requested and as responsibilities allow.
- Work collaboratively with other Activity Coordinators, the Head of Activities, Head of Program, and Leadership Team to ensure cohesive programming across camp.

Your Support

- Head of Activities– They will support and mentor you during your time at Kwasind with 1 on 1's, encouragement, development and prayer.
- Your Spiritual Health – All staff at Kwasind are given time each day to spend with Jesus and their bible. You will have daily time to connect with other staff, read and discuss the bible during faith practice, and pray together.
- Your Mental/Physical health – We care about your mental and physical health, so each day we provide designated rest times to provide space to focus on self-care. Kwasind also has a registered nurse on site each week to provide additional care as needed.