ACTIVITY COORDINATOR - LAND AND SPORTS

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 – Land & Sports is responsible for the successful oversight, organization, and delivery of Camp Kwasind's land-based recreational and outdoor adventure programming, including land sports and games, fishing, nature, archery, and the challenge course. They will provide leadership, training, and support to elective staff, including the Archery Specialist and Challenge Course Specialist, ensuring all activities are engaging, age-appropriate, well-organized, and safely delivered. They will oversee the preparation, maintenance, and management of recreational spaces, outdoor activity areas, equipment, and supplies while fostering opportunities for campers to develop new skills, build confidence, experience teamwork, and engage with God's creation. They will actively support camp-wide programming, incorporating 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, outdoor recreation, sports instruction, adventure programming, or recreational activities.
- Experience or proficiency in one or more of the following areas: land sports and games, fishing, nature education, archery, or challenge course programming.
- Experience planning, teaching, or facilitating outdoor recreational 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 outdoor 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:

Land & Sports Programming & Elective Oversight

- Work under the direction of the Head of Activities to oversee the successful daily operation of all land-based electives, including land sports and games, fishing, nature, archery, and the challenge course.
- 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.
- Work with the Archery Specialist and Challenge Course Specialist to develop and review specialized elective plans, ensuring activities are appropriate for camper abilities and align with established safety procedures.
- Ensure all five activity areas offer a variety of recreational, 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 land-based 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 sports, games, fishing, nature activities, archery, and challenge course experiences.
- Identify opportunities to introduce new recreational electives, outdoor challenges, team-building experiences, and nature-based activities that enhance the camper experience.

Activity-Specific Responsibilities

- **Land Sports & Games:** Oversee the preparation and delivery of recreational sports and games, including soccer, basketball, volleyball, baseball, cooperative challenges, and other

land-based activities. Ensure equipment, playing areas, rules, and instruction are appropriate for camper ages and abilities.

- **Fishing:** Coordinate fishing electives, including equipment preparation, casting instruction, fishing techniques, fish identification, and responsible fishing practices. Ensure appropriate supervision, equipment safety, and compliance with applicable fishing regulations.
- **Nature:** Oversee nature-based programming, including outdoor exploration, environmental education, wildlife identification, ecology activities, nature hikes, and opportunities for campers to learn about and appreciate God's creation.
- **Archery:** Provide leadership and support to the Archery Specialist in the preparation and delivery of archery electives, including scheduling, equipment management, instructional planning, and camper engagement. Ensure the specialist maintains safe range operations, appropriate equipment inspections, and adherence to established archery safety procedures.
- **Challenge Course:** Provide leadership and support to the Challenge Course Specialist in the preparation and delivery of challenge course electives, including team-building activities, low ropes elements, group challenges, and other approved course experiences. Ensure the specialist maintains appropriate equipment inspections, staff training, supervision, and established challenge course safety procedures.
- Collaborate with the Head of Program to identify opportunities for sports tournaments, outdoor challenges, team-building experiences, and adventure activities to be incorporated into camp-wide events, theme days, wide games, and special programming.

Staff Leadership & Development

- Provide direct leadership, mentorship, and support to staff assigned to land sports, fishing, nature, archery, and challenge course electives, including the Archery Specialist and Challenge Course Specialist.
- 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.
- Work with the Archery Specialist and Challenge Course Specialist to ensure specialized activity staff are appropriately trained and equipped to safely lead their assigned programming.
- Coordinate weekly staff assignments across the five activity areas, ensuring each elective has appropriate leadership and supervision.
- Meet regularly with elective leaders and specialists 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, instructional abilities, 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, including the Archery Specialist and Challenge Course Specialist, 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 land-based recreational equipment, supplies, and activity spaces.
- Maintain an accurate inventory of sports equipment, fishing rods and tackle, nature education supplies, archery equipment, challenge course equipment, and other outdoor recreational resources.
- Work with the Archery Specialist and Challenge Course Specialist to ensure specialized equipment is appropriately inspected, maintained, organized, and stored according to established procedures.
- 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, including sports fields, courts, fishing areas, nature programming locations, the archery range, and challenge course areas, are prepared before the start of each camp session.
- Establish and maintain clear systems for the storage, distribution, collection, and return of recreational equipment and supplies.
- Ensure all land-based activity areas are cleaned and organized at the end of each day, including proper storage of equipment, removal of garbage, and securing specialized activity spaces.
- Ensure archery equipment, fishing tools, challenge course 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 and appropriate specialists.
- Coordinate with the Maintenance Team to address concerns related to sports fields, outdoor activity spaces, trails, the archery range, and challenge course infrastructure.

Safety & Risk Management

- Prioritize camper and staff safety across all land-based recreational, outdoor adventure, and specialized activity 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, playing surfaces, trails, and outdoor programming areas to identify potential hazards.
- Work with the Archery Specialist to ensure proper range supervision, equipment inspections, safe shooting procedures, and appropriate instruction for campers.
- Work with the Challenge Course Specialist to ensure course inspections, equipment checks, participant supervision, and activity-specific operating procedures are consistently followed.
- Ensure specialized activities, including archery and the challenge course, are operated only by appropriately trained and authorized staff.
- Ensure activity spaces are accessible, appropriately arranged, and suitable for the age and ability of participating campers.
- Monitor environmental conditions, including severe weather, extreme heat, wildlife concerns, and unsafe terrain, modifying or suspending activities when necessary.
- Ensure fishing activities follow appropriate equipment handling, shoreline supervision, and environmental safety practices.
- Maintain appropriate procedures for managing injuries, broken equipment, unsafe conditions, 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 development and delivery of sports tournaments, outdoor challenges, obstacle courses, team-building games, and recreational elements for weekly camp themes and special events.
- Encourage elective leaders and specialists to actively participate in camp-wide programming and contribute their recreational and outdoor leadership 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 land-based programming provides opportunities for campers to experience teamwork, resilience, sportsmanship, healthy competition, outdoor exploration, personal growth, and the joy of discovering new abilities.
- Intentionally incorporate Camp Kwasind's Christian mission and values into outdoor programming, encouraging campers to appreciate God's creation, develop their God-given abilities, and demonstrate Christ-like character through teamwork and relationships.
- 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.