PROGRAM COORDINATOR

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Head of Program

Period: Mid-June for Staff Training through to end of 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 nurture 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 through our care for all of creation, providing quality programming, and the intentionally reaching out to those on route to Jesus as we live as a community of faith.

The 'Program Coordinator' assists the Head of Program with the facilitation of our fun, safe, and memorable summer camp program experience for campers and staff. They will report to and provide support to the Head of Program as they serve as part of the A-Team. They will assume the Head of Program's responsibilities on their day off each week.

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 (Canadian Baptists of Ontario & Quebec) & Camp Kwasind.
- Post Secondary Education in Dramatic Art is an asset
- Have experience with scheduling and programming for children and youth in a creative and fun atmosphere.
- Having extensive camping experience is an asset.
- Have superior recreational leadership experience.
- Possessing a valid G driver's license is an asset.
- Experience in adventure recreation (low ropes courses) is an asset.
- CPR and First Aid certificate preferred.

Overall Responsibilities:

- Attend and participate in Staff Orientation Weekend, Sr. Staff Training and Staff Training Week at the beginning of the camping season
- Attend workshops, seminars and training pertaining to the position as requested
- Know the aims, values, mission and objectives of Camp Kwasind.
- Ensure that the program and staff support reflect Camp Kwasind as a Christian camp in all aspects
- Provide direct supervision, management, and coaching of program staff in the daily operation of their duties in the absence of the Head of Program.
- Actively engage all camp staff and campers in the various elements of the program and theme.
- Work with the Head of Program to develop a mix of program elements to ensure the involvement of all campers at a variety of interests, skill levels and ages.
- Ensure all staff, campers and visitors are made to feel welcome at Camp Kwasind
- Be directly accountable to the Head of Program
- Meet with the L-Team in place of the Head of Program once a week

Theme Related Responsibilities:

Work with the Head of Program to:

- Establish weekly plots to integrate the theme with camp program.

- Plan, script and execute plot lines for these themes with the assistance of campers, programs staff and other staff. This will entail at least two segments (live action, video, game, cameo etc.) related to the theme each day.
- Integrate music and videos at meals and other times with the program theme and for introducing each person who comes to the mic.
- Plan, produce, and integrate video segments to support the theme.
- Plan daily camp wide games and activities to support the themes.
- Plan a big entertaining introduction to the theme that clearly establishes the theme and the start of the weekly plot for all campers.
- Plan a big ending to the theme where plot lines conclude, and everyone lives happily ever after and award prizes and points.
- Plan and implement special meals related to the theme.
- Suggest special crafts and activities related to the theme.
- Plan and run nightly campfires.
- Create teams that challenge each other for points.
- Design and build / purchase all materials and equipment required for games, theme, dining hall design, skits etc.

Other Program Aspects:

Work with the Head of Program to:

- Plan and execute a variety of campfire programs.
- Attend and participate in the spring staff training weekend.
- Attend and participate in the staff orientation and training sessions.
- Train the Program team in all facets of their work prior to the beginning of the camping season.
- Discuss any activities requiring special equipment, funding, or organization with the Summer Camp Program Manager
- Assess all activities on an ongoing basis for the safety and security of all campers, staff, and participants.
- Deal immediately with any safety concerns.
- Discuss all program ideas involving food service and menu with Dining Hall Manager and other L-Team members

Misc. Responsibilities:

- Attend all appropriate staff meetings and Bible studies as scheduled.
- Always exhibit appropriate professional and Christian behaviour.
- Promote the rules and regulations of the camp.
- Ensure that the program reflects Camp Kwasind as a Christian camp in all aspects.
- Ensure all staff, campers and visitors are made to feel welcome at Camp Kwasind.
- Remember that the campers in your care are your number one priority.
- Be an example of Christian living in each experience you share with the campers and or fellow staff.
- Ask a small peer group to pray for you and your ministry at Camp Kwasind through the summer.
- Promote Kwasind in your home church.
- As needed, serve as a Cabin Buddy where you will assist in spiritual conversations, prayers for campers and cabin staff, and being a model of Christian living to those campers in that cabin.
- Doing “Rounds” 1-2 times a week 10:30pm-12am. Make sure the camp is safe and quiet, as well as ensure the lights/equipment are off, at night.
- Other duties as assigned by the Camp Director.

Your Support

- Head of Program – 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.