

SCHEDULE "A" – JOB DESCRIPTION

Position Title: Camp Coordinator
Date: April 2022
Status: Term

Job Summary

Reporting to the department program Manager(s), the Camp Coordinator position is responsible for coordinating, administering and assisting departments with coordinating, scheduling and monitoring while assisting in project event completion.

Main Duties

- Responsible for recruiting and supervising camp personnel (i.e., Cook(s), Maintenance Labourer(s), and Shuttle Driver);
- Coordinate meal plans and food/ supply ordering with Cook (Coordinator may be required to direct cook as needed);
- Coordinate and orientate weekly task scheduling with Maintenance Labourers and ensure equipment and supplies are prepared, ordered and/ or coordinated to fulfill duties;
- Coordinate transportation schedule with Shuttle Driver and ensure safety transportation procedures are in place;
- Coordinate and arrange schedule for event presenters and assist with camp activities, as required;
- Ensure supplies are coordinated, ordered and transported to site in a timely manner;
- Responsible for participant registration and orientation process;
- Ensures all buildings within the facility are clean and secure upon camp closure;
- Will be First Responder on any emergency incidents or accidents;
- Ensures safety measures are kept at all times during the event; and
- Other duties as required.

Decision Making

Decision-making is required for coordinating, maintaining and ensuring safety regulations and procedures are met within an outdoor camp setting. The incumbent must deal with staff and camp participants in a courteous and respectful manner. Decision-making that may impact the program delivery must be addressed with the Manager.

Impact / Accountability

This position is accountable for decisions made in the course of work and providing good service, health and safety to staff and participants in coordinating and maintaining the camp. It is critical for the incumbent to ensure operations are completed within a safe manner. Failure to do so may cause serious liabilities to the organization. Operating in an unsafe manner may result in injury or even the loss of life, which would have tragic consequences for the community as a whole.

Working Conditions

Physical Demands – The incumbent must be physically fit and have the ability to sit long periods, bend and lift equipment and supplies (up to 30 lbs) and have dexterity.

Environmental Conditions – The incumbent must work in all different weather conditions, including extreme cold and extreme heat.

Sensory Demands – The incumbent requires intense concentration.

Mental Demands – The incumbent must maintain order and discipline while fulfilling duties in a safe and appropriate manner. Stress can be caused by the need to address behaviour issues.

Education/ Experience

- Grade 10 and/ or equivalent project coordination experience;
- Minimum 3-5 years Driving experience;
- Knowledge of hazards and safety precautions of transportation; and
- Any driving related courses that may be applicable.

Conditions of Employment

- A valid Class 5 Driver's Licence/ Abstract, Class 4 is an asset or willing to obtain;
- Security Clearance (Vulnerable Sector);
- Wilderness First Aid/ First Aid; and
- TDG (Transporting Dangerous Goods) Certification.