

Girl Guides – Calgary Area

Summer Camp Coordinator

Calgary Area Girl Guides is committed to providing a variety of opportunities that challenge girls.

Camp in the summer of 2008 will be held at Camp Jubilee, 87 acres located 20 mins. West of Calgary on the Bow River and Camp Iasg, west of the Ghost Dam in the Waiperous Area.

Calgary Area is looking for a mature, experienced and energetic self-starter to fill the position of **Summer Camp Coordinator**. This position is part time, approx. 10 hours a week from February to end of April and full time, May to end of August.

Responsibilities:

- focus on camp promotions, Feb. to April, including units to Guiding units, parents nights, other agencies before camp commences.
- act as the primary liaison for parents, staff and the community for the camp program.
- assist in the recruitment, selection and administration related to the hiring of camp staff.
- respond to parent inquiries in a courteous and prompt manner, with the Business Manager.
- directly supervise and coordinate camp personnel.
- establish and maintain budget for camp, in conjunction with the Business Manager.
- share with the staff team, the duties of ensuring camp site is clean, organized and safe
- ensure summer plan includes: risk management, crisis management, emergency procedures, emergency evacuation, health and safety procedures, summer camp manual.
- assist counselors to design activity plans and work together to deliver program in a way to have an enjoyable experience while at camp.
- finding ways to integrate education and social skill lessons into all aspects of camp.

Qualifications:

- enrolled in a post secondary or recently graduated, studies focusing on recreation, child and youth studies, education, camp administration or related field.
- at least 2 years experience at a camp facility.
- Valid Driver's license, supplying a driver's abstract and a reliable vehicle.
- current First Aid and CPR
- Knowledge and/or experience in Girl Guide program.
- ability to work independently and in a team environment.
- familiarity with Calgary and area.
- effective verbal and written communication skills.
- ability to manage multiple work tasks in a timely manner.
- must submit to a Police Security Clearance Check.

Compensation: Hourly: February to April, Monthly Salary: May to August

Please fax or email cover letter and resume to: Jill Bloor, Business Manager
Calgary Area Girl Guides
jillb@calgareaguides.com
FAX: 403-283-9781

THANK YOU VERY MUCH FOR YOUR INTEREST. PLEASE NOTE THAT ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

