

## **Ryerson United Church Camp □ Job Description – Program Coordinator**

### **Requirements:**

1. Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
2. Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
3. Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
4. Minimum age 18
5. Must be capable of creating and implementing programs and recreational □ activities for children ranging in age from 6-14.
6. Must have previous leadership experience.
7. Must be comfortable leading both small and large groups.
8. Must be willing to assist counsellors with campers requiring extra attention.

### **Responsibilities:**

1. To be accountable to the camp Directors, and through them to the Board of Directors.
2. To keep recreational equipment in good repair and order new equipment as needed.
3. To keep the program room clean and organized over the course of the summer.
4. Having activities available for free time.
5. Organizing games on registration day, during the morning, in the evening, after □ camp-out, and on rainy days.
6. Organizing first day campfire and vespers with the site staff.
7. Coordinating afternoon chunks and recruiting leaders for activities and ensuring □ that they have been adequately trained to lead the activity.
8. Overseeing the development of theme game.
9. Ensuring that all activities are inclusive and build up all participants.
10. To lead the program team and work alongside the craft/program director, the head lifeguard, the audio-visual/program person and the Special Needs Coordinator in all aspects of the program.□
11. Dreaming and implementing new and exciting activities, equipment, games, skits Etc
12. To submit a summary report to the Directors at the end of the season.
13. To maintain personal conduct that is consistent with Christian Camping.
14. To act as a support and a resource for the counselling staff and Directors.
15. To invest yourself in the body of Christ as formed by the staff of people at Ryerson Camp while you are there.