



## Job Posting for Summer Camp Coordinator

### Employment Dates:

- Up to 24 hours of prep work prior to June 22 (to be discussed with Summer Camp Director)
- Start date - July 9, 2023
- End Date - August 11, 2023
- Opportunity for additional work hours
- *Please note that the dates between the on-site training (June 27) and the start date (July 9) are not working days*

**Wage:** \$138 per day, plus accommodation, all meals when Food Service is offered, water taxi fares, staff t-shirt

**Summary of Position:** The Summer Camp Coordinator is responsible for assisting the Summer Camp Director with the planning, preparing and leading all of Camp Fircom's Summer Camp sessions. As well, this position works in collaboration with the Summer Camp Director to coordinate the behind the scenes logistics that lead to a successful overall camper, volunteer and staff experience. This includes: hiring, supervising, and providing support and feedback to staff; training staff to lead cabin groups and provide appropriate and responsive supervision and care of campers; organizing arrival and departure days for Summer Camp sessions; creating session and staff schedules, ensuring that all staff receive adequate breaks; facilitating daily and weekly staff meetings; and, collaborating with the Program & Waterfront Director and Coordinator to plan camp activities and programs.

This is a full-time position during the summer months (end of June through to August). As such, the successful candidate is required to live on site during this time period. During the spring and fall months, this position will be employed on a casual part-time basis, with work hours dependent upon Family Camp, Outdoor School bookings and staffing needs. A schedule for each month will be provided to the successful candidate by the 15th day of the month previous (i.e., the work schedule for May will be provided by April 15th).

**Overview of Camp Fircom:** We would like to acknowledge that Camp Fircom is located on Cha7elkwnech (Gambier Island), in the ancestral and unceded territory of Skwxwú7mesh Úxwumixw (Squamish First Nation). A short 20 minute water taxi ride from Horseshoe Bay, Camp Fircom is situated on a 120-acre waterfront property with access to ample recreational opportunities, including swimming beaches and hiking trails.

The mission of Camp Fircom is to create communities of belonging and experiences to grow on. The heart of our non-profit organization is the operation of summer camp programs, which we are optimistic about running this year. We also operate a year-round retreat centre, hosting weddings, family vacations, conferences, work and wellness retreats, adult programs, and other groups.

**Living Arrangements:** From April – September, accommodation is provided in a small unheated cabin without plumbing, electricity, or internet. Shared washroom facilities are available for staff, and internet access is available in many community spaces throughout camp. In March and October, accommodation is provided in a heated private room in a shared cabin with all utilities. Meals are included when guests are on site and Food Service is offered. Compliance with all federal and provincial health orders related to COVID-19 will be ensured, including the ability to remain 2m apart in shared accommodations.



## Camp Fircom Society

Of the United Church of Canada  
PO Box 94027 6655 Royal Avenue  
West Vancouver, BC V7W 2B8  
604-662-7756 | [info@fircom.ca](mailto:info@fircom.ca) | [fircom.ca](http://fircom.ca)

### **Duties and Responsibilities:**

#### ***Supervision & Training:***

- Assist the Summer Camp Director with supervising a team of 20-25 Summer Camp staff and volunteers
- Actively participate in 100% of all comprehensive staff training sessions, prior to the beginning of the operating season and throughout the season:
  - **6 hours of online workshops prior to June 22**
  - **On-site training: Thursday, June 22 (evening) - Tuesday, June 27 (morning)**
- Lead (and in some cases, assist the Summer Camp Director in hiring facilitators to lead) staff training sessions related to: interpersonal communication; camper care; the duties and responsibilities of Camp Counsellors and members of the Coordination team; leading small and large groups of children, especially during transitions, meal times and free time; setting and consistently maintaining behavioral expectations, and appropriately addressing inappropriate behaviours; self-care; and, Fircom's Summer Camp Emergency Policies and Procedures
- With the Program Coordinator, conduct individual goal setting sessions with Camp Counsellors at the beginning of the season, as well as an informal mid-summer evaluation and formal end of summer evaluation of all Summer Camp staff

#### ***Administration & Human Resources:***

- Access camper profiles on Fircom's registration portal; print information and share with relevant staff members (i.e., Wellness Coordinator, campers' Cabin Counsellors, etc.)
- Prior to each camp session, ensure that all pertinent information needed for each camper is collected, and that all forms in the registration portal have been completed
- Support the Camper Support Coordinator in reaching out to families who have indicated that their children/youth have behavioural, social, physical or emotional concerns that may require extra staffing support or need adaptations/modifications made in routines, transitions or activities
- Support the Summer Camp Director in conducting a complete and comprehensive hiring process for Camp Counsellors, which includes a formal interview, the checking of references, and the collection of all necessary documentation (i.e., tax forms, direct deposit information, Code of Conduct, Off-Hours Waiver, COVID pre-screening tool, Criminal Record Check with Vulnerable Sector Search, etc.)
- In collaboration with the Summer Camp Director, Program & Waterfront Director, and Program & Waterfront Coordinator, create detailed camp schedules for each session, including an overview of the week, cabin-specific schedules, and individual staff schedules that outlines breaks and specific responsibilities
- Support the Summer Camp Director and Office Administrator with the creation of cabin assignments 10-14 days prior to each camp session
- Ensure that camper calls are made by Camp Counsellors prior to each camp session
- Ensure all BC Camping Association (BCCA) Accreditation Standards are met and upheld in relation to camper care, Human Resources (staffing, supervision, training and documentation), and emergency policies and procedures

#### ***Programming:***

- Monitor recreational activities to ensure safety, and provide camper or Camp Counsellor support when requested or required



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- Support the Summer Camp Director, Program & Waterfront Director, and Program & Waterfront Coordinator in ensuring all COVID-19 policies and procedures are followed for all recreational programming
- Support the Summer Camp Director, Program & Waterfront Director, and Program & Waterfront Coordinator in ensuring that all safety rules and regulations are enforced
- Support the Program & Waterfront Director and Program & Waterfront Coordinator in instructing recreational activities (i.e., arts, crafts, archery, hiking and nature-based education) for children, youth and/or families during Summer Camp and Outdoor School sessions

### ***Hospitality:***

- Engage and communicate with campers, Outdoor School participants, parents/guardians, staff and volunteers in a friendly, respectful manner
- Respond to camper, Outdoor School participant, staff and volunteer needs and inquiries in a timely manner
- Assist in the coordination of arrival and departure days for all campers, staff and volunteers
- Prepare shared spaces for camper arrival, and assist with the preparation of accommodations when support is required
- Welcome campers and Outdoor School participants to site, which includes off-loading from the water taxi, assisting with luggage, delivering the Fircom Community Speech, and escorting guests to their accommodations
- Assist with the serving of meals during meal times, which includes bussing tables and cleaning and sanitizing surfaces after meal service
- Assist campers and Outdoor School participants on departure days (i.e., collecting luggage and bringing it to the dock, facilitating the loading of water taxis, etc.)
- Assist with the coordination of special events and weddings (i.e., ceremony and reception), including set-up and clean-up of indoor and outdoor spaces used for the special event/wedding

### ***Housekeeping:***

- On departure days, with assistance from site staff and in collaboration with the Guest Experience staff team, assist in cleaning and sanitizing shared spaces
- Ensure appropriate cleaning supplies are used for the surfaces being cleaned
- Follow COVID-19 Safety Protocols at all times when cleaning and sanitizing, which includes wearing appropriate personal protective equipment (PPE)
- Assist with extra cleaning and sanitizing tasks as required

### ***General:***

- Be sensitive to, and strive toward, fulfilling the mission and values of Camp Fircom
- Carry out other duties as required

### ***Safety:***

- Develop a working knowledge of Camp Fircom's Summer Camp and Outdoor School Staff Manuals and Policy and Procedure Manuals
- Learn Camp Fircom's Emergency Policies and Procedures, and be prepared to implement Emergency Procedures if the need arises
- Take ownership for the safety of campers, staff and volunteers, and actively manage risk
- Monitor camper, staff, volunteer and site safety, and report any concerns to the Executive Director



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### **Reporting and Evaluations:**

- The Summer Camp Coordinator reports to the Summer Camp Director, who will lead a goal setting and evaluation process

### **Qualifications:**

- Completion of a minimum one year college program (e.g. certificate or diploma)
- One or more seasons of experience living and working at Camp Fircom
- Some experience leading a staff team, which includes training, supervision, feedback and evaluation
- Demonstrated ability to provide training for Summer Camp staff and volunteers
- Experience leading recreational activities with children, youth and families
- Experience communicating with campers' parents/legal guardians prior to and during camp
- Current Criminal Record Check and Vulnerable Sector Search upon hire (requirement by age)
- Ability to work well independently and as part of a team
- Willingness to work evenings and/or weekends
- Proven leadership skills, including initiative and dependability
- Strong organizational, interpersonal, and time management skills
- Ability to work under pressure, set priorities and meet deadlines, particularly when organizing multiple camp sessions at once
- Experience in public speaking and demonstrated ability to capture the attention of large groups
- Ability to stand or walk for 8-hour shifts, and bend, lift, and carry 50 pounds
- Willingness to comply with all Camp Fircom and COVID-related policies, procedures and protocols
- First Aid & CPR certification

### **Assets:**

- Wilderness First Aid or OFA II or III
- Professional Development experiences or certifications related to working with children and youth
- Experience with cleaning and sanitizing kitchens, bathrooms, bedrooms and common areas in a commercial setting (i.e., hotels, resorts, camps, etc.)
- Fluency in a second language

**Application Process:** If interested in applying for this position, please email an 'Expression of Interest' Letter and Resume to Gloria Sun, Summer Camp Director ([gloria@fircom.ca](mailto:gloria@fircom.ca)) **NO LATER THAN Tuesday, February 28th, 2023 at 4:00pm**. Only shortlisted candidates will be contacted. No phone calls, please. *Camp Fircom is an equity employer and we encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.*