Job Title: Camp Coordinator
Anticipated Start Date: May 15th
Anticipated End Date: September 4th
Hourly Wage: $22
Hours: 37.5 per week

Camp Coordinators work closely with the Head Coach and Commodore. They organize and prepare for Summer Programs and ensure the safe delivery of School Field Trips. Coordinators also ensure that all safety requirements are being followed and Staff are confident in delivering Paddling Programs. Camp Coordinators oversee the delivery of Spring and Summer Recreation and Sprint Canoe, Kayak, and related Paddling Programs to ensure Paddling Programs run smoothly and safely.

General Responsibilities:

- Reporting directly to the Commodore and Head Coach.
- Assisting the running of all spring and summer paddling programs and events delivered by FCKC and ensuring the organization and safety of the events are adequate.
- Create a detailed and realistic Day Camp Curriculum.
- Provide skilled and knowledgeable instruction on and off water to campers and staff to ensure safety and organization.
- Identify and respond to camp behavioral issues that may arise.
- Ensure dock safety is in compliance with the club safety standards and Code of Conduct.
- Be familiar with CKC guidelines, Long Term Athlete Development, and Canada Sport 4 Life Principles.
- Ensuring the Safety Binder and Incident Report Forms are easily accessible
- Manage participant registration and RAMP.
- Be a positive role model, enthusiastic supporter of participants, and modeling safety awareness.
- Understand, enact, and teach the safety policies of FCKC.
- Assisting and supporting the hiring of assistant Day Camp Leaders.
- Modeling for staff and enthusiastic and positive approach to the sport.
- Supervising, mentoring, and training Sports and Rec leaders to ensure they progress and develop.
- Provide formal and informal supervision, mentoring, and training of Day Camp Leaders to provide performance feedback.
- Managing work schedules, tracking attendance, and skills development.
- Managing “When I Work” timesheets.
- Completing a before and after season review.
- Ensuring all coaches and leaders participate in the deliverance of Camp and Summer Programs.
- Manage Staffing concerns and ensure the clear communication between parties.
- Any additional Administration work that is delegated from the board.
- Supporting Staff throughout the summer and creating a safe, positive work environment.

Requirements:

- Must be willing to attain Canoe Kids training, Basic First Aid Certification, and a Transport Canada approved Pleasure Craft Operators Card.