

Program and Logistics Coordinator Job Description



Purpose of Position

- To provide daily supervision, mentorship, and support for the program and logistics team
- To promote care, safety, and inclusivity for campers and staff
- To provide oversight for daily facility and equipment needs for each camper group
- To be an effective part of a staff team committed to providing a positive experience for all community members.

Conditions of Employment for a Program and Logistics Coordinator

That the employee:

1. Submits to a criminal reference check at their own expense no later than _____ (if over 18).
2. Provides proof of a current certification in either Emergency First Aid with CPR-C or Standard First Aid with CPR-C for infant/child/adult or equivalent from a WSIB accredited organization by _____.
3. Agrees to the full term of employment and is available to work the appointed schedule.
4. Attends and participates fully in all Staff Training programs; the Camp Director must be notified of all schedule conflicts as soon as possible.
5. Agrees to live by and ensures the maintenance of all policies, procedures, and guidelines of Cave Springs Camp.

Responsibilities and Expectations of a Program and Logistics Coordinator

1. *A responsibility and expectation for care, leadership, safety and supervision of campers and staff:*
 - Provides a safe and healthy, and inclusive environment for all campers and staff.
 - Is a positive role-model for staff, campers, volunteers, and others associated with the camping program.
 - Is present and attentive to the needs of staff and campers throughout the daily schedule.
 - Provides necessary resources to program and logistics staff for the execution of their roles.
 - Provides training, evaluation and ongoing feedback for the program and logistics team.
 - Shares in the making and implementation of decisions for the daily operations of the camp program.
 - Provides effective communication of information with all staff members.
 - Completes all required documentation in an accurate and timely nature.
 - Maintains good public relations with campers' parents/guardians.
2. *A responsibility and expectation to contribute positively to working as a team with all staff members:*
 - Attends and participates fully in all pre-camp training sessions.
 - Openly receives feedback and questions from program and logistics staff.
 - Effectively communicates the needs and concerns of campers and staff to the Camp Director and Assistant Director.
 - Effectively communicates necessary information to other members of the senior staff team.
 - Facilitates the learning and growth of all staff members.
 - Role-models teamwork, professionalism, and inclusivity.

- Appropriately maintains confidentiality

3. *A responsibility and expectation for personal care, growth and learning:*

- Sets personal goals and engages in on-going self-evaluation.
- Utilizes the resources of other members of the staff team and campers.
- Is a role-model for personal self-care including health and well-being.
- Is a role-model for personal leadership through effective time management
- Engages in ongoing skill development.

4. *A responsibility and expectation for community living:*

- Is actively involved in planning, facilitating, and providing resources for other staff and campers.
- Assists in planning and implementation of staff training events
- Implements program adjustments throughout the summer season
- Is actively involved in the planning and implementation of camp-wide events such as evening games, campfires, worship and other events.
- Takes care of equipment and the facility.
- Works effectively with year-round and seasonal staff of Cave Springs Camp.
- Takes responsibility for upholding community norms.
- Follows COVID-19 policies, procedures, and practices of Cave Springs Camp.
- Supports and lives by all policies, procedures, and guidelines of Cave Springs Camp.

5. *A responsibility for other duties as may be required:*

- Recognizes that these are not the only duties to be performed and some duties may be re-assigned.

Accountability

- The Program and Logistics Coordinator member is accountable to the Camp Director and Assistant Director
- Ongoing direction and supervision are provided by the Camp Director and Assistant Director

Key Dates for 2021

Staff Training Weekend	May 14-16
Senior Staff Training	June 24-25, and 28-30
Staff Training Week	July 2-9
Week 1	July 12-16
Week 2	July 19-23
Week 3	July 26-30
Week 4	August 3-6
Week 5	August 9-13
Week 6	August 16-20
Week 7	August 22-27