



Brigadoon Village Special Programs Coordinator

Contract Dates: June 10th – August 30th, 2019

Position Description

Our Special Programs Coordinator joins the Support Staff team at Brigadoon Village. Collectively, the Support Staff team ensures the safe and smooth running of all aspects of camp. Each Support Staff team member is expected to model Brigadoon's values and philosophy at all times. Our Special Programs Coordinator is responsible for ensuring that any Special Programs taking place at camp are fun, safe, inclusive, and empowering. They have a high degree of experience in camp programming, strong facilitation skills, and understand the needs of youth living with chronic illnesses and other life challenges.

Reports to: Program Director, Summer Director

Direct Reports: Programmers

Programming

- Responsible for planning and overseeing the delivery of Brigadoon's special programming, including:
 - Evening Programs
 - Campfires
 - Briga-Battle
 - Briga-Court
 - Carnival
 - Theme Days
- Coordinate a team of programmers in order to accomplish the preparations needed for Special Programs and the completion of camp tasks.
- Develop and implement new and creative twists to our existing Special Programs.
- Prep for Special Programs along with the staff members to whom they've been assigned, ensuring that they are well-prepared to develop a high quality program.
- Debrief Special Programs with staff members to whom they've been assigned, giving suggestions for improvement and delivering feedback on facilitation.
- Consistently evaluate the quality and delivery of our Special Programs to ensure constant improvement.
- Adapt Special Programs to ensure that they are accessible to a wide range of interests, abilities, age groups, and diagnoses.
- Manage budget of and monitor the levels of supplies required to facilitate each of our Special Programs, ensuring that they are ordered in advance.
- Step in to facilitate programming in our other program areas as required.

General Camp Management:

- As part of the Support Staff team, consistently evaluate all aspects of camp in order to ensure that everything is running smoothly.
- Ensure camper safety is maintained according to relevant policies and procedures.
- Model our philosophy and values, encouraging a positive culture and staff dynamic.
- Help to ensure that camp facility is well-cared for and kept clean.
- Provide extra coverage in cabin groups when required.
- Help to troubleshoot all areas of camp, stepping in to assist with challenging behaviour management situations and programming scenarios.
- Play a key role in the planning and delivery of our Staff Training periods.
- Create opportunities for all campers to experience exceptional fun!

We're Looking for People Who Are:

- Committed to consistent learning and growth.
- Team players, willing to help out in all areas in any way they can.
- Passionate about helping to create a transformative experience for our campers.
- Creative and enthusiastic
- Organized, strong communicators, and competent problem solvers.
- Energetic and silly

- Kind and compassionate
- Able to physically and mentally care for campers for full days (7 am – 11 pm).

Requirements and Qualifications

- Strong program delivery and facilitation skills required.
- A demonstrated ability to evaluate program delivery and program quality.
- Previous supervisory experience an asset.
- Experience working with children and youth in a camp or recreation setting.
- Current Standard First Aid / CPR-C (can be obtained after job offered)
- Criminal Record Check (including Vulnerable Sector Check (can be obtained after job offered)
- Current National Lifeguarding Service (NLS) certification an asset.
- Proof of complete Immunization History prior to start date.

Further Position Details:

Camp sessions last from Sunday-Friday and all Brigadoon staff members will be expected to live on-site, working full days. There will be time off allocated to staff members each day, but staff should be aware that they are expected to work from approximately 7:00 am – 11:00 pm during each day of camp. Staff are expected to live onsite for the entirety of the summer season (June 10th – August 30th) and will be able to leave site between camp sessions.

- Camp staff must be able to commit to the duration of the contract in order to secure employment.
- Room and Board are provided for the entirety of the camp season.
- There will be a preliminary Spring Training period from April 28th – May 1st (those who are unable to attend will be paid for it and expected to review the makeup resources).
- There will be a second Staff Training period from June 21st to June 28th, prior to the beginning of our first session on June 30th. Support Staff-specific Training will precede this, starting on June 16th.
- The Special Programs Coordinator contract will begin on June 10th in order to allow for some pre-season program preparation.

There will be further opportunities to join the team in our Spring and Fall seasons as an Activity Instructor, if interested.

How to Apply:

Any potential candidates interested in joining us for the 2019 Summer Season are welcome to apply online at <https://brigadoon.campbrainstaff.com>

Applications will be accepted until March 1st. Any questions about employment opportunities can be directed to our Summer Director, Tiffany MacInnis at tiffany@brigadoonvillage.org