



## Brigadoon Children's Camp Society Leadership/Volunteer Coordinator (1 Position)

### About Brigadoon

Brigadoon Village is a non-profit year-round recreational facility. During the summer months, we run an overnight summer camp program specific to children and youth living with chronic health conditions and other life challenges (such as grieving the loss of a loved one). Our programs give campers a chance to meet others who understand their specific struggles and help them to feel less alone in their challenging circumstances. We focus on building meaningful connection and community and sending our campers home stronger, more confident, and with some new skills to be proud of. Our hope is that if we do our jobs well, the one week that they spend with us each year can make the other 51 weeks of the year a little bit easier.

**Our Staff Culture:** We work hard to establish a collaborative and positive community where we treat one another with kindness, understanding, and give one another the benefit of the doubt. We celebrate new ideas, encourage making mistakes and trying again, and emphasize effort rather than perfection. At Brigadoon, performing well at your job means also contributing positively to our team and environment. We teach our campers how to be compassionate, how to build connections, help them to build their confidence, and help them to bounce back when things don't go their way. That means that we need to be strong role models of these qualities as well. Most of all, we emphasize constant growth and improvement and are always striving to find a better way to do what we do.

Find a list of our condition-specific camp sessions here: <https://brigadoonvillage.org/camps/>

**Contract Dates:** May 16<sup>th</sup> – September 2<sup>nd</sup>, 2022

**Salary Range:** \$5,600 - \$6,100 for the entirety of the contract.

Salary is based on skills and experience.

We understand that our salary range isn't necessarily competitive with other positions available to you for the summer.

However, some helpful things to keep in mind:

- Accommodations are provided for the entirety of the contact
- Food is provided for the entirety of the contract
- A summer with us will be one of the most supportive, fun, joyful, rewarding, and growth-filled you'll have!

If a full-time summer position with us won't be possible for you financially, we absolutely understand and would encourage you to get in to discuss other potential opportunities at Brigadoon.

### Position Description

The Leadership/Volunteer Coordinator is an important member of the Brigadoon Support Staff Team, providing key leadership and support to our summer staff team, modelling our culture and philosophy, and ensuring that all aspects of the camp program are running smoothly.

On the Leadership side, the Coordinator will help to develop and take the lead in running the Brigadoon Leadership Program, which includes our Leadership Pursuit Program, our Intensive Summer Leadership Program, and our Junior Counsellor Program. This person will be the main point of contact for and will be responsible for the development of each participant in our Leadership Programs.

On the Volunteer side, the Coordinator will be responsible for all aspects of the Brigadoon Volunteer experience. They will help to select, train, collect paperwork from, support, and deliver feedback to the Volunteers who join us in multiple capacities over the course of the camp season.

## Leadership Program Facilitation

- Plan and deliver sessions in each of our Leadership Programs.
- Create schedule of activities and Training Week session content for Junior Counsellor Program and Intensive Leadership Program according to Brigadoon's Leadership Program Philosophy.
- Create schedules for each participant during Service Weeks for Junior Counsellor Program and Intensive Leadership Program.
- Evaluate and deliver feedback to program participants.
- Liaise and coordinate with counsellors and other staff about details of daily activities within Leadership Programs.
- Continually evaluate the effectiveness of the program to ensure it is being delivered to the highest standard.
- Complete regular reports on leadership programming, as well as the participants.

## Volunteer Management

- Act as the main Brigadoon contact for all camp volunteers.
- Interview, select, and collect appropriate documentation from each volunteer.
- Facilitate volunteer training and orientation to ensure each individual is well-prepared for their role at camp.
- Facilitate regular check-in and feedback sessions to ensure that all Volunteers/participants are well-supported and thriving.
- Help volunteers to troubleshoot issues and advise them on best courses of action.
- Ensure consistent communication with volunteers so they have all relevant information in order to do their jobs effectively.
- Collect feedback from volunteers regarding their experience and improvements to be made.

## General Camp Management:

- Contribute positively to our camp environment.
- Manage your own wellness and communicate your needs. You're important!
- As part of the Support Staff team, consistently evaluate all aspects of camp to ensure that everything is running smoothly.
- Communicate all relevant information to other areas of the camp team.
- Instruct in activity sessions or additional camper supervision when and where appropriate.
- Assist in planning and delivering "camp wide" programs and events.
- 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 troubleshoot situations in all areas of camp, including program delivery and camper behaviour.
- Help to ensure that the camp facility is well-cared for and kept clean.
- Collect and supervise the completion of weekly paperwork (must be organized to facilitate this!)
- Complete any other tasks required to ensure a meaningful and exceptionally fun camper experience!

## Who We're Looking For:

We are looking to recruit a team of people whose strengths, skills, and backgrounds are as diverse as those of our campers. We are keen to have people join our team who are:

- Committed to consistent learning and growth.
- Team players, willing to help in all areas
- Organized
- Strong communicators
- Competent and creative problem solvers.
- Passionate
- Energetic and silly
- Kind and compassionate
- Flexible and able to adapt quickly
- Able to stay calm in high-pressure situations.
- Able to work LONG and challenging days
- A minimum of 18 years old

## Prior to Your Start Date, We'll Need:

- Standard First Aid and CPR Level C
- A current Criminal Record Check (including Vulnerable Sector Check)

- A current Child Abuse Register Check (for Nova Scotia residents only)
- We may require other certifications relevant to your specific position, which we can discuss at the time of interview
- A complete Immunization History

### **Further Position Details:**

This job is hard! 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 13<sup>th</sup> – September 2<sup>nd</sup>) and will be able to leave site between camp sessions (though they are welcome to stay onsite between sessions, as well).

- Camp staff must be able to commit to the entire contract to join us. Please get in touch if you have specific questions about this.
- There will be a Staff Training period from June 13<sup>th</sup> – July 1<sup>st</sup> prior to the beginning of our first session on July 3<sup>rd</sup>. This Staff Training period is mandatory for all team members.
- We recognize that given the constantly evolving nature of policies, procedures, and recommendations related to the COVID-19 pandemic, some details of our job offers, contracts, employment dates, and duties may be required to adapt. We will keep you updated as we have more information to share.

Brigadoon Village is committed to employment equity and encourages all passionate, hard-working candidates to apply. If you require an accommodation at any point during the hiring/employment process, please let us know and we will work with you to meet your needs. All responses will be kept entirely confidential.

### **How to Apply:**

Any potential candidates interested in joining us for the 2022 Summer Season are welcome to apply online at <https://brigadoon.campbrainstaff.com>

Applications will be accepted until January 14<sup>th</sup>, 2022. Any questions about employment opportunities can be directed to our Summer Director, Tiffany MacInnis at [tiffany@brigadoonvillage.org](mailto:tiffany@brigadoonvillage.org)

We have a variety of other positions available on our team as well, more information about staff positions with us is available at <https://brigadoonvillage.org/team/summer-camp-staff/>