



## Brigadoon Children's Camp Society

### Assistant Outdoor Centre Coordinator (2 Positions)

#### 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). During our Spring and Fall seasons, we have staff join us as part of our Outdoor Centre (ODC) Programming Team. Our Program Facilitators run a wide range of Outdoor Education activities for the groups who book our facility while the Assistant Coordinators help to ensure all programs meet Brigadoon standards. Staff members will facilitate programs for diverse groups, including corporate retreats, school trips, and family camp programs.

**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 participants 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.

Learn more about the Outdoor Centre here: <https://brigadoonvillage.org/facilities/school-groups/>

**Contract Dates:** April 18<sup>th</sup> – June 18<sup>th</sup>, 2022

**Location:** Brigadoon Village – 1650 North River Rd, Aylesford, NS

**Salary Range:** \$375-\$425/week plus \$150 Lifeguard contract bonus (must have NLS+PCO certifications)

#### Other perks:

- Accommodations are provided for the entirety of the contact
- Food is provided for the entirety of the contract
- Use of facilities and programs during time off

#### Position Description

With a friendly and caring personality, Assistant ODC Coordinators support the facilitation of ODC activities and other aspects of the daily camp schedule by supporting bookings. A throughout Brigadoon's ODC programs. As an Assistant Coordinator you will role model a high standard of program facilitation, and serve as the main contact on site for all group needs. Reporting to the ODC Coordinator, Assistant Coordinators will have site supervision responsibilities while groups are on site. Assistant Coordinators may also have opportunities for employment opportunities throughout the other season.

During Staff Training, all staff members will be trained thoroughly in all program areas at Brigadoon Village. In collaboration with the ODC Coordinator, Assistant Coordinators will help to lead and facilitate staff training for the Spring Team. These programs include:

- Canoe, kayak, big canoe
- Archery
- Camp and Nature Crafts
- Fire Building
- Shelter building
- Initiatives and Team building
- Nature Hikes
- And more!

#### As A Member of Our Team, You Will Be Expected (and trained!) To:

- Contribute positively to our camp environment.
- Manage your own wellness and communicate your needs. You're important!
- Model our philosophy and make intentional decisions to help develop and grow our participants, staff and community.
- Ensure participant safety is maintained according to relevant policies and procedures.
- Plan and deliver appropriate and engaging activities for a wide range of ages, skills levels, and developmental levels.
- Plan and deliver large group programs and campfires.
- Regularly evaluate program delivery to ensure that all activities are of the highest possible quality.
- Ensure our Facilitators are set up for success through excellent training, coaching and support.
- Lead debriefs and evaluate programs with the Outdoor Centre Team.
- Help to ensure that our camp facility is well-cared for and kept clean and safe.
- Respond to emergencies and needs throughout a ODC booking
- Complete any other tasks required to ensure the success of the Brigadoon Village Outdoor Centre season.

#### 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 participants. We are keen to have people join our team who are:

- Committed to consistent learning and growth.
- Team Leaders, willing to help in all areas
- Organized
- Strong communicators
- Competent and creative problem solvers
- Passionate about Outdoor Education
- Energetic and silly
- Kind and compassionate
- Flexible and able to adapt quickly
- Able to stay calm in high-pressure situations
- Ability to work LONG and challenging days
- Strong facilitation skills

## Prior to Your Start Date, You'll Need to Provide:

- Standard First Aid and CPR Level C
- A current Criminal Record Check and Vulnerable Sector Check)
- A current Child Abuse Register Check (for Nova Scotia residents only)
- A complete Immunization History and up to date Covid-19 vaccinations as per Nova Scotia Public Health Guidelines.

## Other skills and experience (Considered assets)

- Experience working with children, youth, and adults in camp settings
- Experience delivering camp-based programs
- Experience managing a team
- National Lifeguard Service (NLS) certification
- Pleasure Craft Operator (PCO) certification
- Canoe, kayak or other outdoor recreation certifications

## Further Position Details:

Staff members will be expected to live on-site, working full days 5 days a week. There will be 2 days off for each staff each week. Camp staff must be able to commit to the entire contract to join us.

There will be a Staff Training period from April 25<sup>th</sup> to 29<sup>th</sup> prior to the beginning of our first booking. This Staff Training period is mandatory for all team members and assistant coordinators will deliver the bulk of the training.

- *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.*

## How to Apply:

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

Applications will be accepted until January 28<sup>th</sup>, 2022. Any questions about employment opportunities can be directed to our Outdoor Centre Coordinator, Graham Roberts at [programs@brigadoonvillage.org](mailto:programs@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/about/#team>

*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.*