



Brigadoon Village Program Logistics Coordinator

Contract Dates: June 14th – August 28th, 2020

Position Description

Our Logistics Coordinators join 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 Logistics Coordinators are key to our ability to support our Counsellors. Our Program Logistics Coordinator as well as our Camper Care Logistics Coordinator coordinate time off for all of our Counsellors over the course of the week and fill in for coverage wherever required. Our Program Logistics Coordinator will also have significant involvement in the facilitation of special events within cabin groups, helping to prepare for special cabin events like Cabin Eve, Cabin Adventure Time, etc. This person will also coordinate weekly program purchasing for program areas and special programs.

In order to be a good fit for this position, candidates must possess strong organizational skills, an ability to adapt to quickly changing circumstances, and be extremely detail-oriented.

Reports to: Program Director, Summer Director

Position Specific Skills/Responsibilities

Camper Care:

- Step in to provide extra coverage for cabin groups where required (counsellor time off, extra support required, etc.)
- Help to troubleshoot and manage challenging group dynamics and behaviour management situations.
- Model our camper care philosophy for the rest of the team.
- Modelling camper engagement to all counsellors (coming up with fun ways to keep campers engaged, fun ways to move through routines, etc.)

Programming:

- Coordinate the purchasing, inventory, and organization of program supplies for program areas and special programs.
- Set up supplies for cabin group special events (Cabin Eve, Cabin Adventure Time, Late Night Programs, etc.)

General Camp Management:

- Coordinate staff time off schedule, ensuring that everyone is getting their time off and that there is appropriate coverage in each cabin group to facilitate this.
- Coordinate coverage schedule for cabin supervision during Rest Hours (ZAP) and Evening Supervision (Night Patrol).
- Maintain camp-wide task list and delegate tasks accordingly.
- As part of the Support Staff team, consistently evaluate all aspects of camp in order to ensure that everything is running smoothly.
- Instruct in activity sessions 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 ensure that camp facility is well-cared for and kept clean.
- 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

- Must have strong skills in the areas of behaviour management, youth engagement, and building rapport quickly with a wide range of children and youth.
- Experience working with children and youth in a camp or recreation setting.
- Current Standard First Aid / CPR-C (can be obtained after job is offered)
- Criminal Record Check (including Vulnerable Sector Check (can be obtained after job is offered)
- Current National Lifeguarding Service (NLS) is considered an asset (can be obtained after job is offered).
- Proof of complete Immunization History prior to start date.
- A current Canadian driver's license is strongly preferred.

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 14th – August 28th) 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 26th – 29th (those who are unable to attend will be paid for this period and expected to review the makeup resources).
- The Logistics Coordinator contracts begin on June 14th and encompass these time commitments:
 - June 14th-18th: Support Staff-specific Training
 - June 19th-26th : Full Team Staff Training
 - June 28th – August 30th: Summer Camp Sessions

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

How to Apply:

Any potential candidates interested in joining us for the 2020 Summer Season are welcome to apply online at <https://brigadoon.campbrainstaff.com>

Applications will be accepted until February 29th. Any questions about employment opportunities can be directed to our Summer Director, Tiffany MacInnis at tiffany@brigadoonvillage.org