



## Brigadoon Village Volunteer Coordinator

**Contract Dates:** May 4<sup>th</sup> – August 28<sup>th</sup>, 2020

### **Position Description**

Our Volunteer 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. The Volunteer 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.

**Reports to:** Summer Director

**Direct Reports:** Volunteers

### **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.

### **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.
- 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.
- Help to troubleshoot in all areas of camp, including programming issues and challenging behaviour management situations.
- Create opportunities for all campers to experience exceptional fun!
- Play a key role in the planning and delivery of our Staff Training periods.
- Step in to provide extra coverage for cabin groups where required (counsellor time off, extra support required, etc.)

### **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
- Flexible and able to adapt to rapidly changing circumstances
- Able to remain calm in high-pressure situations
- Able to physically and mentally care for campers for full days (7 am – 11 pm).

### **Requirements and Qualifications**

- Previous supervisory experience an asset
- Experience working with children and youth, specifically teenage populations 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.
- 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 16<sup>th</sup> – August 30<sup>th</sup>) and will be able to leave site between camp sessions (though staff members are welcome to stay on-site between sessions as well).

- 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 28<sup>th</sup> – May 1<sup>st</sup> (those who are unable to attend will be paid for it and expected to review the makeup resources).
- The Volunteer Coordinator will begin on May 4<sup>th</sup> and encompass the following time periods:
  - May 4<sup>th</sup> – June 14<sup>th</sup>: Pre-season preparation, training, and volunteer correspondence
  - June 14<sup>th</sup> – 18<sup>th</sup>: Support Staff-specific training
  - June 19<sup>th</sup> – 26<sup>th</sup>: Full Team Staff Training
  - June 28<sup>th</sup> – August 28<sup>th</sup>: Summer Camp Sessions

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 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](mailto:tiffany@brigadoonvillage.org)

