



## Brigadoon Children's Camp Society Program Coordinator (4 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). 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:** June 5<sup>th</sup>– September 1<sup>st</sup>, 2023

**Salary Range:** \$5,500 - \$6,500 for the full 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 full contract
- Food is provided for the full 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

Our Program Coordinators are each assigned to a specific area of programming and to a specific group of programmers. They are the direct supervisors of these programmers, helping them to facilitate strong and engaging programs, helping to meet their needs, and helping them to grow in their roles.

Our Program Coordinators have experience with delivering thoughtful and impactful programs, strong facilitation skills, and strong program evaluation and development skills.

### Programming

- Assemble resources for each program area assigned to them to ensure effective orientation of programmers.
- Attend programs in each of their program areas to see them in action and work to develop each program area consistently as the summer progresses.
- Help programmers to plan programs and adapt to unforeseen changes (weather, camper ability/age/interest, etc.)

- Review paperwork completed by programmers to address issues, celebrate successes, and brainstorm possible improvements.
- Facilitate programs within their given when required.
- Oversee budget management, supply requesting, and purchasing within their given area.

#### **Staff Supervision:**

- Responsible for supervising up to 8 staff members.
- Conducts daily and weekly check-ins with Programmers to help them troubleshoot, make sure they are being well-supported, and ensure they are performing to the best of their abilities.
- Plays a key role in the design and delivery of our Staff Training periods.
- Provides direction, feedback, and coaching on performance to Programmers.
- Assists with the writing and delivery of staff evaluations.
- Supports each programmer as an individual to ensure that they are having a fun, positive, and meaningful experience.
- Helps to manage challenging dynamics and effective workload sharing between staff members.
- Help to lead daily programmer meetings to ensure information is passed along between departments.
- Helps with the assignment of tasks to staff members to ensure the smooth operation of camp.

#### **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.
- Run program activities or provide 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 in their program area
- Attend daily meetings with other members of the Support Staff team to ensure information is passed along effectively.
- 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:

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

#### **Before Your Start Date, We'll Need:**

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| ○ Standard First Aid and CPR Level C                                    | ○ We may require other certifications relevant to your specific position, which we can discuss at the time of interview |
| ○ A current Criminal Record Check (including Vulnerable Sector Check)   |   |
| ○ A current Child Abuse Register Check (for Nova Scotia residents only) | ○ 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 5<sup>th</sup> – September 1<sup>st</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> – June 30<sup>th</sup> before our first group of campers join us on July 2<sup>nd</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 2023 Summer Season are welcome to apply online at <https://brigadoon.campbrainstaff.com>

Applications will be accepted until February 15th, 2023. Any questions about employment opportunities can be directed to our Summer Director, Malcolm Elliot at [malcolm.elliott@brigadoonvillage.org](mailto:malcolm.elliott@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/>