



## 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. 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 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.

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

**Contract Dates:** April 15<sup>th</sup> – June 14<sup>th</sup>, 2024

**Salary Range:** \$475/week (an additional bonus is available for staff with an up-to-date lifeguard certification)

We know that our positions aren't necessarily competitive with other opportunities which might be available to you for the season. Some other notes about salary, however:

- Accommodations are provided for the full contract
- Food is provided for the full contract
- Staff are able to use our program equipment and facilities during time off
- We'll offer an opportunity to learn, grow, challenge yourself and laugh every day surrounded by great people and participants!

#### Position Description

With a friendly and caring personality, our Assistant Coordinators act as the primary contact for our rental groups, ensuring their needs are met and that we are delivering the highest possible quality customer service experience. Our Assistant Coordinators help to prepare for each group and coordinate our staff team to make sure that everything is ready and appropriate coverage is assigned in every activity.

Our Assistant Coordinators are strong program facilitators, helping to make sure that all of our programs are well-designed, fun, and effectively delivered. They are strong role models of delivering engaging and intentional programs. They are also a key source of support for our staff team, helping to make sure their needs are met and providing feedback and coaching to help them grow.

The details of the responsibilities in our Outdoor Centre will change day-to-day, depending on the group and the programming but will include:

- Facilitating fun and intentional programs in a number of program areas
- Program set up and clean up
- Light cleaning
- Other tasks related to getting us prepared for each group and get ready for our summer season.

Each staff member will be trained thoroughly in multiple program areas at Brigadoon Village.

These programs include:

- Canoe, kayak, and big canoe
- Archery
- Camp and Nature Crafts
- Fire Building
- Shelter building
- Initiatives and Team building
- Nature Hikes
- Climbing and Belaying

#### 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 campers and community.
- Ensure participant safety is maintained according to relevant policies and procedures.
- Plan and execute appropriate and engaging activities for a wide range of ages, skills levels, and developmental levels.
- In collaboration with other staff members, lead songs, activities, or skits during campfire.
- In collaboration with other staff members, plan and deliver large group programs and events.
- Regularly evaluate program delivery and customer service to ensure that all activities are of the highest possible quality.

- Help to ensure that our camp facility is well-cared for and kept clean and safe.
- Deliver friendly and kind customer service of the highest quality to each participant and group
- Complete any other tasks required to ensure the success of the Brigadoon Village ODC 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 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
- Desire to work LONG and challenging days
- A minimum of 18 years old

### Before your start date, we'll need:

- Standard First Aid and CPR Level C
- Criminal Record Check and Vulnerable Sector Check
- Child Abuse Register Check (NS residents only)
- A complete Immunization History

### Further Position Details:

This job is hard! Staff members will be expected to live on-site, working full days for 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 at the beginning of the contract before our first booking. This Staff Training period is mandatory for all team members.

### How to Apply:

Any potential candidates interested in joining us for the 2024 Spring Season are welcome to apply online at

<https://brigadoon.campbrainstaff.com>

Applications will be accepted until **February 1<sup>st</sup>, 2024**. Any questions about employment opportunities can be directed to our Outdoor Centre Director, Jordan Chaulk at [Jordan.chaulk@brigadoonvillage.org](mailto:Jordan.chaulk@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/ourteam/>

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.