



ASSISTANT COORDINATOR- PROGRAM COORDINATOR

At Easter Seals Summer Camps of BC, the Assistant Coordinator –Program Coordinator's (POCO) role is to work as an integral member of the Coordinating Team (CT). The POCO is responsible for training, supervising and evaluating the Programming Team and ensuring that the camp programs are safe, fun and meet camper needs. The POCO responds directly to the Camp Coordinator. This position requires Challenge Course Technology training (provided at camp).

Duties include, but are not limited to the following:

PRE-CAMP

- Work closely with CT to define yearly camp theme.
- Assist with staff selection as necessary
- Ensure that all program staff files are complete and up to date prior to camping season
- Oversee the planning and scheduling of programmer's orientation with the support of the CT
- Attend Accessible Challenge Course Training
- Train programming team as a team and in their individual programming areas. This will include the development of clear systems for communication, trust and inclusivity
- Create goals and objectives for and with the programming team and each individual for the summer
- Ensure all program areas are properly set-up for campers
- Manage programmer and arts and crafts budget lines along with programming team. Ensure Coordinator receives all receipts in a timely fashion.
- Work closely with programmers to plan and deliver sessions during all -staff orientation
- Familiarize themselves with all aspects of Easter Seals Camping Policy and Procedures, especially pertaining to programming
- Organize and participate in Driver Training sessions along with the Director of Properties and all authorized drivers. Ensure that safe strapping techniques are being used
- Coordinate with LIT (if on site) around availability and use of equipment (this should continue throughout the summer)

DURING CAMP

- Remain visible and accessible by participating in camp programs- including spelling off programmers as required
- Attend and facilitate the daily morning programmer's meeting with the aim of ensuring healthy communication and responsibly addressing inter/intra personal conflict
- Develop and post program schedules along with programming team
- Assist with all program areas (including setup) and provide the Program and Counselling Staff with support, ideas, ongoing feedback regarding their program speciality
- Liaise with kitchen for any changes with respect to program areas (i.e. Campouts or bag lunches)
- Assist in camper dorms as required
- Supervise and evaluate the Program Staff on a regular basis, both formally and informally based on their personal and team goals, and provide them with written and oral evaluations throughout their employment contract
- Conduct staff evaluations. Maintain general discipline and conduct and ensure high levels of staff morale by providing direct and indirect supervision of all summer staff on site. Monitor and support staff to ensure the Society's objectives are met
- Collect and catalogue all programs operated in a programming binder
- Ensure proper completion and timely submission of all reports
- Submit a weekly program area report to the weekly Coordinator Report

- Adhere to and support all camp policies, procedures and guidelines as detailed in the Policy and Procedures Manual
- Coordinate vehicle(s). Complete a written vehicle report weekly. Liaise with Camp Manager for vehicle maintenance and care.
- Take and manage (including developing, printing, labelling and archiving) photography and video throughout the summer, including buddy group pictures on day one
- Complete weekly Camp Audit
- Ensure that daily audits for Pool, Waterfront and Challenge Course are completed
- Ensure emergency backpack is always complete and up-to-date
- Coordinate- copy and distribute camper journals or newsletters
- Run a 'mock' accreditation of each program area based on BCCA Standards at least once during the summer synchronized with the Camp Coordinator.
- Meet daily with the CT to discuss and evaluate the camping program
- Coordinate pick-up and drop-off in conjunction with the Camp Coordinator and HCT
- Write weekly newsletter/camper journals
- Organize and/or carry out daily trips offsite for program/health care supplies
- Coordinate two-way radio communication and usage. Ensure all radios are charged and in working condition
- Liaise with other Program Directors at the other two camps around common needs/concerns
- Share in the performance of any other duties as determined by the Camp Coordinator and CT

SAFETY

- Practice Risk Management and Reduction techniques
- Report all accidents/incidents to the Camp Nurse and Camp Coordinator
- Ensure all programme related emergency equipment is in proper working condition and correct and log and/or report to Coordinator when not so.
- Receive WHMIS training on the safe and proper usage of cleaning chemicals.
- Ensure the Society's Policies and Procedures are upheld at all times
- Assume designated role in the event of an emergency

POST-CAMP

- Coordinate close down and pack up of all program areas
- Complete final evaluations for all programming staff and other staff as required
- Submit a Final Report on the status of the Programming at Camp (this should include a collation of all program areas final reports)