



## SPECIAL PROGRAMS COORDINATOR

The BC Easter Seals Special Programs Coordinator (SOCO) is directly responsible to the Head Coordinator. The Special Programs Coordinator is responsible for overseeing and implementing all Leader In Training activities, Day Camp programs, Sibling Camps, Virtual Camp Collaborations, and all other unique programs while ensuring that the Society's standards and objectives are being met.

Duties include, but are not limited to the following:

### PRE-CAMP

- Participate in advertising for and screening of special program applicants.
- Review and update teaching materials for special programs.
- Develop an LIT resource manual for future LIT Coordinators.
- Alongside previous resources and the coordinating team, establish a quality, educational based LIT program incorporating camp activities such as climbing, trust activities, leadership activities, program development and implementation, behaviour support and counselling skill development etc.
- Alongside the coordinating team, establish a quality Sibling Camp program incorporating games, recreation, friendship, compassion, regular camp programming, and shared understanding between participants.
- Coordinate LIT leader training, in order to ensure that the LIT leaders are familiar with all aspects of their role.
- Coordinate Sibling Camp leader training, in order to ensure that the Sibling Camp leaders are familiar with all aspects of their role.
- Coordinate one programming block weekly with the Outreach Coordinator, to connect the Virtual Camping Program to onsite camps (this responsibility is shared between the SOCO's of all camps).
- Work in conjunction with Program staff to schedule/coordinate activities.
- Provide direct leadership, instruction and feedback to LIT participants, including a reference letter for each LIT at the end of the program.
- Work in conjunction with Camp Coordinators to schedule special programs buddy group placements.
- Meet regularly with Head Coordinator for reviews and updates.
- Provide direct leadership, instruction and feedback to LIT participants.
- Attend to the LIT's emotional well-being, ensuring they feel secure, comfortable, and welcome in the camp environment.
- Conduct one's self as an effective role model at all times.
- Encourage maximum LIT participation in all activities, while respecting a LIT's personal choice to not participate in an activity.
- Encourage positive supportive relationships between siblings during Sibling Camps, ensuring all campers need are being met.
- Recruit and train volunteers to assist with the program

### DURING CAMP

- Write a weekly report of events in your program.
- Attend and participate in all staff meetings.
- Maintain and submit accounting records and petty cash statements as required. Submit account, fuel and supply receipts as required.
- Oversee and monitor program budgets. Ensure summer expenditures do not exceed set budget.



- Liaise with families, Personal Support Workers, community, BC Lions Society members, etc. as required.
- Become familiar with, and adhere to guidelines, policies and procedures as outlined in the BC Easter Seals Camp Administration Manual.
- Other duties as directed by the Head Coordinator.
- Ensure that all camp documentation is completed as required and documentation standards are upheld.
- Provide feedback and a formal evaluation for LIT leaders and volunteers

#### SAFETY

- Practice Risk Management and Reduction techniques appropriate to LIT activities
- Report all accidents/incidents to the Camp Nurse and Camp Administrator
- 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 LIT staff and Volunteers as required
- Submit a Final Report on the status of all Special Programs at Camp (this should include a collation of all weekly reports)