



ASSISTANT COORDINATOR- PROGRAM COORDINATOR

At Easter Seals Summer Camps of BC, the Assistant Outreach Coordinator is directly responsible to the Head Outreach Coordinator. The Assistant Outreach Coordinator is responsible for overseeing and implementing all Virtual Camp (VCamp) and City Adventure Camp (CAC) Programs, while ensuring that the Society's standards and objectives are being met.

Timing

Position Starts Mid-January and runs through to Late August, 2022

Part-time, Remote: Preseason prep from mid-January to end-May

Full-time, Semi-remote: Early June - Late August.

Semi-remote occurs during the period of July-August, where the candidate must be available to step into a program in the event of emergency in either Vancouver, Victoria, Surrey, or Kelowna. Travel and accommodation will be paid for. This responsibility is shared between the Assistant and Head Coordinator, and any needs in this regard will be shared between the two roles. The role will be primarily remote with this exception.

Duties

Duties include, but are not limited to the following:

PRE-CAMP

- Participate in advertising for and screening of CAC participants.
- Connect with outside organizations for program delivery in each week of virtual camp.
- Connect with Special Programs Coordinators (SOCO) at each site for weekly "Camp Collab" programs with virtual camp
- Coordinate Vcamp and CAC leader training, in order to ensure that leaders are familiar with all aspects of their role.
- Complete bookings for all camp activities such as CAC bus passes, museum entry, etc.
- Work in conjunction with the Head Outreach Coordinator to hire staff members. This includes resume screening, interview scheduling, and contacting references.
- Work in conjunction with Program staff to schedule/coordinate activities and transportation options.
- Meet regularly with Head Outreach Coordinator for reviews and updates.
- Provide direct leadership, instruction, and feedback to program staff
- Conduct one's self as an effective role model at all times.
- Recruit and train volunteers to assist with the program

DURING CAMP

- Supervise both the Virtual Camp and CAC program in person and remotely as required. Please note – in the event of emergency or staff illness you may be required to temporarily step into an in-person CAC program in Vancouver, Victoria, Surrey, or Kelowna. This responsibility is shared between both Outreach Coordinators, and can be supported by onsite camp staff if absolutely needed.
- 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.

SAFETY

- Practice Risk Management and Reduction techniques appropriate to the CAC and VCamp programs
- Report all accidents/incidents to the Camp Director
- Ensure all programme related emergency equipment is in proper working condition and correct and log and/or report to Head Coordinator when not so.
- Ensure the Society's Policies and Procedures are upheld at all times
- Assume designated role in the event of an emergency

POST-CAMP

- Complete final evaluations for all staff and Volunteers as required
- Submit a Final Report on the status of all CAC and VCamp programs (this should include a collation of all weekly reports)