



## HEAD COORDINATOR

At Easter Seals Summer Camps of BC, the Head Coordinator is directly responsible to the Camp Administrator. The Head Coordinator is as an integral member of the Coordinating Team (CT) and responsible for oversight of all camp activities to ensure that the Society's standards and objectives are met.

Duties include, but are not limited to the following:

### PRE-CAMP

- Organize and implement senior staff training retreat, pre-camp training, Open House and other special events as directed throughout the camping season.
- Provide on-going training, assistance and evaluation for Assistant Coordinators in order that they be adequately prepared and oriented to assume the role of Camp Coordinator if necessary and that they are able to successfully carry out their duties and responsibilities.
- Work closely with CT to define yearly camp theme.
- Coordinate hiring of summer camp staff.
- Coordinate staff/volunteer/PSW orientations, in order to ensure that all staff/volunteers/PSWs are familiar with all aspects of their roles. This will be done in conjunction with the Camp Administrator and CT.
- Explicitly develop and foster groundwork from which a safe, warm and supportive community may evolve.
- Ensure staff are familiar with camp policies & procedures, including procedures such as fire, missing camper, camp evacuation, abuse disclosure, harassment, etc.
- Work towards creating a healthy and diverse team of volunteers to attend weekly sessions throughout the summer.

### DURING CAMP

- Monitor and submit bi-monthly payroll.
- Provide workshops, training and evaluation opportunities for staff on an on-going basis throughout the summer.
- Facilitate staff "community" meetings a minimum three times a session (ie. pre-camp, first night, last day).
- 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.
- Work closely and cooperatively with the CT to ensure that all staff are well supported and working to the best of their abilities through informal check-ins and debriefs. Monitor not only individuals, but also the pulse of the community as a whole.
- Maintain and submit accounting records/petty cash statements as required. Submit account, fuel and supply receipts as required.
- Assist in preparing camper/counsellor assignments.
- Provide each staff member with formal written and verbal evaluation and a letter of reference at the end of the season.
- Oversee and monitor program budgets. Ensure summer expenditures do not exceed set budgets.
- Submit weekly reports to Camp Administrator in the required time frame. Keep Administrator abreast of any parent/guardian, camper, staff, etc. of any concerns and potential issues throughout the summer.
- Ensure that all camp documentation is completed as required and documentation standards are upheld.
- Liaise with families, PSWs, community, Lions Society members etc as required.



- Ensure camp is presented in a positive manner within the community, and is promoted as directed by the Camp Administrator.
- Oversee vehicle(s) and other administrative duties performed by the Assistant Coordinators.
- Remain visible and accessible by participating as fully as possible in all camp programs.
- Maintain close communication with parents/guardians as required, and carefully document these interactions.
- Consult regularly with the Camp Manager on issues relating to site cleanliness, maintenance and/or any other themes of mutual concern.
- Work closely with the HCT to ensure that health and safety issues are being dealt with in a manner that puts camper/staff safety first.
- Perform any other duties as discussed with the Camp Administrator.

#### SAFETY

- Ensure the Society's safety policies are being met.
- Be familiar with and implement all aspects of practices and standards of the British Columbia Camping Association.
- Assure quality on-site medical care in conjunction with the Health Care Team, local hospitals, clinics, pharmacies and therapists.
- Practice risk management and reduction techniques. Implement programs that ensure staff wellness and overall program safety.
- Review camp programs on a regular basis to ensure they are meeting the objectives of Easter Seals, and in conjunction with camp staff evaluate the programs and make appropriate changes based on feedback.
- Take charge in emergency procedures.
- Receive WHMIS training on the safe and proper usage of cleaning chemicals.
- Work closely with the LIT team (if onsite), Camp Administrator, Director of Properties, Camp Manager and his/her staff to ensure camper and staff comfort and safety.

#### 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 season end report on the overall status of camp and future recommendations (this should include thoughts taken from the Assistant Coordinator final reports).