



## **Camp Coordinator, Summer Camp (up to 2 positions)**

**Assignment:** 10 weeks, youth ages 15-30  
**Start Date:** June 20, 2022  
**End Date:** August 26, 2022

### **About Us:**

Since 1999, Precious Minds has been providing CARE, SUPPORT & HOPE to children, youth, and adults with developmental disabilities in rural North Durham. Our mission is to offer meaningful, unique programming that will engage, inspire, and develop skills for life. We provide adapted programming with individualized levels of support to ensure that each participant has the best experience possible. Our programs explore a variety of educational, physical, recreational, and creative skill building activities in a positive and safe environment. We provide support for the entire family including educational resources, respite, and family events.

### **Position Summary:**

In collaboration with the Precious Minds Leadership Team, the Camp Coordinator(s), will be responsible for the planning, implementation, and evaluation of camp schedules/activities for a series of one-week day camps for children, youth, and adults. Each daily schedule incorporates planned activities that support camper needs in the areas of social skill development, sport and recreational elements, arts, music, and cooperative play while building skills to promote greater independence. Our priorities are safety, inclusion, physical activity, skill-building, and FUN.

### **Responsibilities:**

- Assist with training, weekly staff meetings and supervision of summer camp staff and volunteers
- Supervision of camp participants and maintain a safe camp environment
- Program planning (daily schedule, activities, target skills and supporting strategies), adapting activities for participants of all abilities
- Provide guidance and support to the Camp Counsellors
- Prepare attendance lists and track attendance
- Facilitate leadership for special events/out-trips
- Coordinate daily set-up and cleanup of all program areas
- Complete, review and follow up on incident reports to the Precious Minds Leadership Team
- Lead in daily camp activities as required
- Establish and maintain effective relationships with participants, families/caregivers, staff, volunteers and community partners
- Foster a work environment that values and encourages teamwork and empowerment

### **Required Skills, Knowledge & Qualities:**

- A passion for working with individuals with developmental disabilities
- High-energy and self-direction
- Excellent people skills with a friendly, responsible, service-oriented attitude
- Teamwork and problem-solving abilities
- Strong written and oral communication skills
- Proficient in use of Microsoft Office, Google Docs and Zoom
- Preparedness to engage in rigorous physical activity, including moving furniture and equipment, leading participants in physical activities and attending to the physical/hygiene needs of participants



**Qualifications:**

- 2+ year(s) of experience in similar capacity of responsibility
- University or college program in a related field (such as Education, Behavioural Sciences, Developmental Disabilities, Personal Support Worker, Recreational Therapy, Health Studies, etc.)
- Knowledge of accessibility and accommodation strategies an asset
- First Aid Certification
- CIR (Criminal Information Request – current within 1 year)
- Crisis Intervention Training (or related training and certification)
- Experience working with individuals with developmental disabilities

**Deadline to Apply:** March 25, 2022

For immediate and confidential consideration, please email your letter of interest and resume with references to [admin@preciousminds.com](mailto:admin@preciousminds.com) citing *2022 Camp Coordinator* in the subject line.

Precious Minds is an Equal Opportunity Employer and encourages applications from all qualified candidates. We thank all who apply, however only those selected for an interview will be contacted.

The availability of this position may be contingent upon receiving funding from the Canada Summer Jobs program and the following eligibility requirements:

- Between 15 and 30 years of age at the start of the employment
- Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work in Canada