



DAY CAMP COORDINATOR

Do you love finding and then amplifying the best in people? The Day Camp Coordinator is a critical leader who helps us accomplish our goal to be both Your Home in the Forest and The Ultimate Summer Camp Experience for all campers. Dedicated, energetic, and committed to providing amazing outdoor experiences, The Day Camp Coordinator provides direction and support for our campers and staff. Applicants should aspire to improve their management skills in a supportive team atmosphere. The Day Camp Coordinator will split their time working directly with the Program Manager on administrative tasks and planning program content like hikes, outdoor skills, Eco Fun courses, and campfires. Given that all staff and campers stay onsite at the Evans Lake Forest Education Centre while camp is in session, the action never stops. Accordingly, applicants should enjoy working in a dynamic work environment. Strong organizational and interpersonal skills are a must for this role, as well as a yearning for an endless summer!

General

- Assist with the planning and delivery of staff training, Open House, and camp programming.
- Lead hikes and out trips (must be able to hike up to 15 km carrying a pack of up to 50lbs).
- Demonstrate positive leadership for campers aged 8-16, as well as for the staff and volunteers.
- Provide supervisory support, feedback, and mentoring to volunteers, cabin leaders, and instructors.
- Act as the program team lead when the Program Manager is not on shift.
- Work transport bus stops from Metro Vancouver/Squamish as needed.
- Drive the truck and trailer as part of weekly transport in and out of camp and other driving as needed.
- Other duties as assigned (e.g. driving campers, staff, and/or supplies; cleaning program areas; admin duties)

Term

- **Senior Staff Training** – Dates to be determined.
- **Instructor Training** – June 15th and 16th, 2024
- **Staff Training** – June 22nd to 26th 2024
- **Summer Season**- June 30th to August 23rd, 2024
- Preference may be given to candidates who can work rental groups beginning late March/early April through late October.

Safety

- Comply with Evans Lake's policies and procedures.
- Take ownership of the safety of clients and staff members.

Reporting and Evaluation

- The Day Camp Coordinator reports to the Program Manager and receives mentoring and coaching from other team members
- Continuous feedback and communication among staff members are encouraged.

Required Certifications & Experience

- A 35+ hour Advanced First Aid certificate (e.g. Occupational First Aid Level II) or an NL lifeguarding certificate.
- A BC unrestricted class 4 license (i.e. a license to drive a bus with up to 24 passengers.) Candidates without this license can discuss the license upgrade/ conversion process during the interview. Evans Lake will support the candidate in this process.
- Additional certifications and licenses are considered to be assets, including certificates in paddling, first aid, lifeguarding, mental health first aid or outdoor recreation and leadership.
- Educational backgrounds with relevance include forestry and outdoor recreation, and education are an asset.
- Criminal reference check with a vulnerable sectors search.

Additional Information:

- Compensation begins at \$157/day, with an increase of up to \$8/day, according to experience and certifications. Free room and board are also included when programs are in session.
- To apply, Fill out our online application form at <http://bit.ly/2EwKBRB>
- ELFES is an equal opportunity employer. We are proud to uphold human rights, value the inclusion of all members of our community, and strive to create a safe and fun environment for everyone to explore forests.
- We acknowledge that Evans Lake is located near Ch'iyakmesh on the unceded territory of Skwxwú7mesh Úxwumixw (Squamish Nation)

*If follow-up with your application is required, for privacy and confidentiality reasons, we can only discuss an application with the applicant (i.e. no agents, representatives or family members).