



YMCA of Greater Vancouver
YMCA Camp Elphinstone
Position Description

CAMP MOOMBA COORDINATOR

REPORTS TO: CAMP DIRECTOR

POSITION PURPOSE:

The Camp Moomba Coordinator is part of the senior staff team required to deliver YMCA Camps programs. The Moomba Coordinator, along with the other members of the Moomba staff team and YMCA staff team, will provide expertise, experience and skills specific to the operation of camp programs. This person will be required to live on-site during a portion of their contract.

GENERAL DUTIES AND RESPONSIBILITIES

YMCA Camps programming is based on the building of a camp community. The camp community is intended to be supportive and to provide opportunities for growth and learning. Staff at YMCA Camps are responsible to not only be a part of the camp community, but also to guide campers in understanding what it means to be a part of a YMCA Camp. This will be accomplished in a number of ways, but is not limited to:

- Role modeling appropriate behaviour
- Role modeling respectful and caring relationships with staff and campers
- Understanding that each staff members' role in the camp community is to serve our clients (campers) and to assist other staff in serving campers
- Understanding that the greater good of our client's experience must be at the forefront of every decision made
- Teach and role model the core values of the YMCA and the Western Canadian Pediatric Aids Society (WCPAS)
- Read, understand, teach and enforce the policies of the YMCA and YMCA Camps

SPECIFIC DUTIES AND RESPONSIBILITIES

As a member of the senior staff team, the Camp Moomba Coordinator will be expected to:

- Oversee registration and transportation for campers attending Camp Moomba
- Hire specialized program staff (counsellors, nurses, therapists)
- Arrange volunteers for a variety of roles in support of Camp Moomba
- Review protocols and policies specific to Camp Moomba
- Work with the Camp Moomba program committee to develop a suitable camp program
- Develop, plan and execute a camp program for all campers (ensure schedule fits with YMCA, theme day, etc)
- Provide written evaluation and report at the end of the program session
- Provide on-site, direct coordination of Camp Moomba
- Provide leadership and role modeling to all staff
- Assist in leading the Camp Moomba staff training

The Camp Moomba Coordinator may be required to assist in duties not listed above. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.

QUALIFICATIONS/EXPERIENCE

- Current Standard First Aid and CPR-C or Equivalent
- Prior experience in a management or leadership position in a residential outdoor recreation setting
- Be an excellent team player able to work closely and share leadership
- Post secondary education in recreation, education, social work or other related field
- Quality service training and supervisory experience
- Strong work ethic with excellent administrative skills
- Class 4 license an asset
- Knowledge of HIV/AIDS an asset

COMPETENCIES

- Coaching and Development: Commits to assisting participants, volunteers, staff and self in continuous learning and development.
- Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association
- Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk or harm reduction
- Initiative: Does the right thing at the right time without being asked
- Quality Focus: Ensures that success criteria for self, staff, and programs are set, reviewed and surpassed regularly to provide excellent service delivery
- Teamwork: Participates actively in a team for organizational effectiveness
- Self-Management: Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to supervisor

POSITION DESCRIPTION SIGN-OFF

My signature on this document indicates that I have read, understand and agree with the position as it has been described above. I understand that as part of obtaining a position with the YMCA of Greater Vancouver I will also be required to sign a staff agreement, complete a criminal record check with a vulnerable sector search (the results of which may affect my suitability for this job) and read, understand and agree to abide by any relevant YMCA policies. These will be supplied to me by the hiring manager (or delegate) prior to the commencement of my duties or over the course of a pre-established training period.

If under the age of 19, parental/guardian signature must be obtained on this document prior to the commencement of your duties.

Signature: _____

Signature of Parent/Guardian: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____