



PROGRAMS COORDINATOR

This position is a 13 week contract with possible additional shifts teaching with the Outdoor Education Centre and reports directly to the Camp Director

The Role

- Understand, agree, comply and promote the mission statement of Willowgrove and the guiding principles of Willowgrove Day Camp
- Oversee and evaluate all program areas, ensure each area is run smoothly and effectively and they have the supplies needed for their programs
- Plan Adventure Camp and schedule staff to stay
- Organize weekly wagon rides and assist where needed
- Create rainy day activity bins and form a rainy day backup plan with the Director and Division Coordinators
- Create before care activity bins and update them regularly
- Assist with hosting weekly field trip groups
- Work with the Camp Director with any purchasing for the program areas working within the set budget
- Assist the program instructors during pre-camp in creating and planning curriculum for the summer and setting up their program areas
- Schedule program instructors to help cover Field Trip programs
- Assist with staff training when required
- Report all safety hazards
- Participate in all Support Staff and Division meetings as required
- Be a great role model!
- All other tasks as directed by the Camp Director