

Camp McDougall Inc. -- Job Description – Recreation Coordinator

1) Responsible to: Program Manager

2) Qualifications:

- Prior camp experience
- Minimum Age: 18
- Strong background in Outdoor Living, Gaming, and Environmental Education
- Leadership and Communication Skills
- Ability to work with people of all ages
- Programming and Organizational Skills
- Standard First Aid and Basic Rescuer CPR certification
- Out-tripping Experience
- Accompanies all Out Trips
- Basic Canoeing Level 1 or higher
- Current Vulnerable Persons Record Check – to be submitted one (1) week prior to commencement of employment
- *It is also recommended that the Recreation Coordinator have a Bronze Cross or
- NSL Certification.

4) Duties:

- Responsible for following all rules and regulations as outlined in the Staff Manual
- Assists with the implementing of Counsellor Training
- Participates fully in all programs at camp when not conducting their own sessions
- Responsible for providing the Program Committee with a written outline of weekly activities with supply and equipment lists, prior to the start of Camp

5) Program responsibilities:

- plans, implements and supervises daily Recreation sessions
- plans, implements and supervises daily Camp Wide Games
- plans, implements and supervises all Out Trip programs

- 6) Responsible for maintaining the Rec Hut, the field, all recreation equipment, keeping a current inventory and maintaining any area where any Recreation program takes place
- 7) Responsible for supervising all Recreation activities
- 8) Responsible for preparation for and clean up after Out Trips
- 9) Responsible for inspecting Out Trip equipment before each Out Trip
- 10) Accompanies all Out Trips
- 11) Keeps a daily log

***** Additional duties may be assigned at the discretion of the Camp Director**