

CAMP TANNER JOB DESCRIPTION

Camp Co-ordinator

The following are duties of the **CAMP CO-ORDINATOR** at Camp Tanner and are in addition to requirements of all staff as listed in the offer and contract. All staff are also required to read and abide by the Camp Tanner Staff Manual and any additions which are made to it.

Camp Tanner Inc. Board Commitments

- a) Attends Camp Tanner Inc. Board meetings and represents the Director Team
- b) Keeps an active master file of “handover notes” to be used as a guide for the Camp Co-ordinator in future years. These notes will be provided to the Camp Tanner Board at their request and should allow a person in the Camp Co-ordinator role to operate independently. Some important points to be noted in handovers:
 - List of all website and account usernames and passwords (on paper only, and consistently updated), as well as authorized administrators.
 - List of key organizational contacts such as publication editors, account managers and event organizers. Also note important requirements of each publication or event.
 - Calendar of upcoming and past events / tasks including accreditations, OCA and Presbytery or Provincial policy change dates, publication deadlines, events (and event registration deadlines) and more.
 - Changes made in policy and procedures (and explanations if not obvious).
- c) Coordinates with Staffing chair with Staff Hiring or Placement including posting of jobs, recruitment and arranging interviews

Promotions, Marketing and Participant Feedback

- d) Creates and/or distributes/sells promotional materials including (but not limited to):
 - Handbills
 - Branded clothing, postcards, bags, bandanas and more
 - Camp Tanner Banner
- e) Ensures advertisement / inclusion in the following larger media outlets:
 - The Church Mouse (attend board meeting)
 - Community Calendars
 - Radio Stations such as 104.7 Heart FM
 - Newsprint: Ayr News, Sentinel Review and more.
- f) Leads / Organizes Camp Tanner participation in the following events:
 - Thamesford Calithumpian Parade: Victoria Day Monday
 - Camping Sunday in community churches and other church visits, targeting youth groups and Sunday Schools
 - Local activity fairs and registration events including those at Cowan Park, Oxford Center and more.
 - OCA Conference in January.
- g) Maintains active engagement on social media; represents Camp Tanner in a positive manner and confirms all presented information is accurate and up-to-date. Ensures that persons who appear in photo or text on any platform have agreed to a media release. Social platforms used by Camp Tanner include:

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- The Camp Tanner Website, www.camptanner.ca
 - Camp Tanner Public Facebook Page, Alumni Page and Staff Groups
 - Instagram: camptannerinc
 - Any other added platforms.
- h) Gathers feedback about Camp Tanner from participants and staff through the use of surveys and more.
- i) Arranges Camp Tours as necessary for prospective campers and their parents (in lieu of hosting an Open House): plan activities and gather staff as necessary.

Program Planning

- j) Works with Program Director and Camp Director to develop daily and weekly schedules.
- Program Director and Camp Co-ordinator will arrange for special guest visits to enhance existing program, with special consideration given to interesting and educational topics (for example: fishing, science, falconry, insects, reptiles, environment and more).
 - Program Director and Camp Co-ordinator will reach out to external staff as necessary (Special Activities Staff and Chaplain for example) to ensure they are aware of expectations and are prepared for the summer.
 - Works with Program Director to ensure all special events and meals have designated leaders; works to support staff taking leadership of new things.

Staff Training and Planning: Plans and leads pre-camp staff meetings and training sessions with support of Director Team and Senior Staff; Knows all Camp Job Descriptions and ensures staff are understand the expectations of Camp Tanner Inc. as described in (but not limited to) the Staff Manual.

- k) Collects Staff Paperwork:
- Signed Contracts, Health and Tax Forms
 - Copies of Police Check, First Aid and other required Certifications
- l) Health and Safety Training
- Emergency Procedures
 - Bullying, CAS Reporting etc
- m) Leadership and Programming Training
- Job Descriptions
 - Daily and Weekly Schedules
 - Camper Behavior
 - Program Content and Ideas (Songs, Games, Activities etc.)
 - Supplies Staff should bring to camp

Pay rate is \$20.00 hourly approx 37.5 Hours per week. Summer schedule varies depending on areas of greatest need.

**Please submit a resume & cover letter
to camptannerstaffing@gmail.com**