

Job Description: Program Coordinator

Location: Camp Kahquah, Magnetawan, ON (semi-remote work available)

Hours: 40+ hours per week during the summer; 20-40 hours per week in the off-season

Pay: Salary to be discussed during the interview.

About Us

Camp Kahquah is a vibrant Christian camping ministry dedicated to nurturing individuals and families through diverse year-round programs. We welcome hundreds of guests each season with engaging retreats, overnight kids camps, and family-friendly activities that promote spiritual growth and connection.

Position Overview

As the Program Coordinator, you'll play a key role in developing and overseeing all summer programs for children, along with managing off-season retreats. Your goal is to create high-quality, engaging experiences that align with our mission and values.

Key Responsibilities

- **Leadership:** Direct all summer children's programs and manage off-season retreats.
- **Recruitment:** Lead the recruitment and onboarding of volunteers and staff, including program directors, speakers, and worship leaders, fostering a collaborative team environment.
- **Collaboration:** Work closely with staff and volunteers to design, implement, and evaluate engaging activities and programming.

Qualifications

- Minimum age of 18 with active involvement in a Christian community.
- Demonstrated servant leadership consistent with biblical principles.
- Experience in camp programming or a similar recreational setting.
- Clear Criminal Record Check with Vulnerable Persons screening.
- Strong facilitation skills and ability to work collaboratively with volunteers.
- Proficient in Google Workspace and other digital tools.
- Commitment to the mission and values of Camp Kahquah.

Specific Duties Include:

- Interview and hire summer and retreat volunteers/staff.
- Mentor and support the volunteer team.
- Ensure camper information is communicated effectively to relevant staff.
- Create and coordinate camp activities that enhance the camper experience.
- Manage camper and staff schedules.
- Assign campers to cabins based on age, needs and group dynamics.
- Support staff in adapting programs to meet camper needs.
- Supervise campers as needed and provide additional support.
- Ensure all programs align with Camp Kahquah's mission and values.
- Communicate any concerns from staff, campers, and the public to the Executive Director.
- Implement a staff training, team-building schedule for staff, incorporating all necessary training. Recruit and coordinate individuals to lead staff training sessions.
- Coordinate regular staff check-ins to ensure ongoing support.
- Complete an end-of-summer report for the Executive Director and Board of Directors.
- Lead staff appreciation events during Kids Camp
- Ensure rentals groups staffing needs are met
- including rainy day plans and daily operations management.
- Maintain communication and provide support to Kids Camp programming staff and volunteers.
- Model teamwork and servant leadership throughout the camp.
- Oversee the programming, staffing and accommodations of all retreats
- Recruit and mentor retreat staff and volunteers.
- Social Media & Advertisement
- Policy management in regards to OCA compliance, Health and Safety policies and Insurance requirements

Relationships

You will report directly to the Executive Directors and collaborate closely with senior staff, including the Waterfront Director, Staff Development Director, Head Cook, and Facilities Manager. Regular interactions with program staff and volunteers will be essential for cohesive programming.

Join us in creating memorable and transformative experiences for campers at Camp Kahquah!