

Sports and Recreation Coordinator

General: (for all Coordinators)

Coordinators will have a high degree of maturity and specific skills in their area of responsibility.

Coordinators will work under the supervision of the Camp Director.

Coordinators along with the Camp Director and Assistant Director will be responsible for setting the camp climate, working with other staff and campers and carry out the Camp program in an exciting and innovative ways.

Coordinators will provide weekly lesson plans, which are age appropriate, to the Camp Director at the start of each camping week.

Coordinators have an important role for campers to have a successful camping experience. They are closely involved in all Camp activities, participating, supervising, assisting campers and staff and serving as a positive role model.

General description of capacities and duties required for Coordinators:

- To live in a Christian community which encourages staff and campers to grow in their understanding of God, Jesus Christ and the Holy Spirit.
- Willing to work as part of a team with other staff members.
- Serve as a positive role model to other staff and campers by participating in and leading activities.
- Has an ability and desire to work with children and youth.
- Takes responsibility for, planning, and carrying out daily camp activities as assigned.
- Is accountable to the Camp Director.
- Will attend and assist in staff training.
- Willing to work with the counselors-in-training.
- To be proactive in preventing bullying and ensuring camper safety. Responding immediately to any incidents among campers.
- To lead campers in the daily clean up of camp ie. Cabins, other buildings, grounds....
- Sleep in an assigned cabin with campers.
- Complete assigned clean up duties at the end of each Camp.
- Ensure personal items, equipment and assigned area in a cabin or in the lodge is at all times kept in a clean, neat and orderly manner.
- Other duties as required.

Particular duties relating to each camping season:

- At the beginning of each season, the director, assistant director, and staffing committee will determine how specific duties may be assigned or divided among staff, based on training, interest, and need.

Purpose:

- The purpose of the Sports and Recreation Program is to give campers an opportunity to develop skills of living and working together as a Christian community with others campers as they participate in sports, games and other recreational activities.

Specific Duties include:

- Work under the supervision of the Camp Director.
- Attend pre-camp training and events.
- Leads the Sports and Recreation rotations.
- Plan and execute, in consultation with the Camp Director a Sports and Recreation program which is consistent with the mission of Camp Abby and the curriculum/theme.
- Keep an inventory of all sports and recreation supplies and let the Camp Assistant Director know when more supplies are needed.
- Ensure that all equipment, the grounds, and/or rooms used during the sport and recreation program are properly cleaned, returned to their proper place and stored daily.
- Ensures that all damaged or broken equipment is repaired and or reported to the Camp Director.
- Encourage all campers to explore sports and recreational activities.
- Plan and implement daily camp wide games and activities.
- To complete incident reports as soon as possible.
- Make a complete inventory at the end of Camp and make recommendations regarding the purchasing of needed equipment.

Qualifications:

- Knows how to teach and lead sport and recreational activities suitable for children and youth.
- Able to involve and help other staff led sport and recreational activities.
- Must have a completed First Aid certificate by July 1, 2017,
- Be able to administer basic first aid,
- To work in relationship with vulnerable individuals who are under the age of consent,
- To have a level 2 Police check July 1, 2017.

Other:

- Will be evaluated at mid and end of season by the designated Board representation.