



St. Malo Catholic Camp Coordinator

Start Date: May 2023 (negotiable) End Date: August 2022	Title: St. Malo Catholic Camp Coordinator
Work hours: 40 hours per week with flex time as defined in the CSE HR policies	Direct Supervisor: Catholic School of Evangelization (CSE) Executive Director (ED)
Salary: \$17.00 / hr	Location: St. Malo, MB (CSE)

The St. Malo Catholic Camp Coordinator (CC) is responsible for ensuring the effective programming of summer camps. The CC works under the direction of the CSE Executive Director, overseeing the programming and mentoring side of camp. The CC works alongside with and supports the Camp Director (CD), whose main role is the administrative and management side of camp.

QUALIFICATIONS

- Demonstrated leadership, management, and communication skills;
- Highly organized, takes initiative, works independently, and problem solves creatively;
- Enthusiastic and strong communicator, with the ability to collaborate and delegate;
- Bilingual (French & English) candidates will be given preference, but all interested parties are encouraged to apply.

EDUCATION AND EXPERIENCE

- Non-profit experience or work in youth ministry considered an asset.

Responsibilities include, but are not limited to, the following:

PROGRAMMING AND SCHEDULING:

- With guidance from the ED and collaborating with the CD and the Core Team, create and implement camp program content (theme, activities, talk outlines) and schedule for training week and all camp weeks;
- Establish and follow Camp Coordinator timeline with set goals and objectives;

- Ensure that camps are running smoothly, including any other responsibilities to ensure the camp program runs at its best potential;

STAFFING:

- Assist the CD and ED in selecting camp staff and in assigning roles to them;
- Lead the Core Team and keep them accountable to their pre-camp responsibilities;
- Oversee Counselor-In-Training (CIT) mentoring program;
- Ensure camp policy is followed by all staff;
- Coordinate and lead all staff training and pre-camp meetings;

ADMINISTRATION & BUDGET:

- Work within the confines of the camp budget;
- Whenever needed, assist the CD in administrative duties;

PROMOTION AND FUNDRAISING:

- Promote camps to schools, parishes, and elsewhere with the goal of recruiting more camper families and staff;
- Personally fundraise \$500.00 towards camp costs.

BACKGROUND CHECKS AND CONDUCT EXPECTATIONS:

- The SMCC Director is expected to abide by the standards of conduct and other policies outlined in the SMCC Policy and Procedures Manual, as well as all other CSE, MCA policies, and other relevant laws;
- The SMCC Director will agree to submit a valid Criminal Record check and a Child Abuse Registry check;
- The SMCC Director is expected to successfully undergo the Safe Environment course provided by the Archdiocese of Saint-Boniface, and follow all Archdiocesan protocols

Benefits

- Free lodging at the CSE during run-up to camp season, and free lodging and meals at the CSE during camp season;
- Full reimbursement for all pre-approved work-related expenses (original receipts must be provided, a reimbursement claim form must be filled and submitted on a timely basis);

- Reimbursement for all pre-approved work-related mileage as per the CSE mileage reimbursement policy;
- Flexible working hours and schedule;
- The CSE will cover the cost of pre-approved work-related training and professional development