



St. Malo Catholic Camp Coordinator

Start Date: May 2022 – August 2022 probationary period, termination may be given without notice.	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
Salary: \$12.50 / hr, or as negotiated	Location: St. Malo, MB (CSE)

The St. Malo Catholic Camp Coordinator (CC) is responsible for ensuring the summer camp programs run smoothly. The CC works under the direction of the St. Malo Catholic Camp Director (CD), whose main role is the administrative side of camp and acts as support for the CC.

Qualifications

- Demonstrated leadership, management and excellent communication skills
- Ability to multi-task, takes initiative, work independently and problem solves creatively
- Dynamic, ability to public speak, enthusiastic, organized with the ability to collaborate
- Working ability in both French and English is considered an asset

Education and experience

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

Roles and Responsibilities

- Management and supervision of staff, with pastoral mentoring while offering appropriate formation opportunities
- Leading the core team and keeping them accountable to their pre-camp responsibilities
- Establish and follow Camp Coordinator timeline with set goals and objectives
- Ensure camp policy is followed by all staff
- Coordinate and lead all staff training and pre-camp meetings

- Promote camps to schools, parishes and abroad with the goal of recruiting more camper families and staff
- Work within the confines of the camp budget (set by CD, approved by the Board)
- Develop camp program content: create camp schedules, activities, develop theme of the summer, talk outlines and all other sessions required for camp
- Staff recruitment and aid in staff selection
- Whenever needed, assist the CD in administrative duties
- Ensure that camps are running smoothly, including any other responsibilities to ensure the camp program runs at its best potential