



Camp Rivendell

2008 SPRING/SUMMER EMPLOYMENT OPPORTUNITY

Camp Rivendell – Bragg Creek & Redwood Meadows Community Associations
Employment Positions Available for:

Summer Day Camp Coordinator

Start Date: May 5, 2008 – 17 weeks

Camp Rivendell is a unique camp that combines the summer day camps of the Bragg Creek and Redwood Meadows Community Associations. Together we provide fun-filled, active and extraordinary summer day camps for children and youth from 3 to 15 years of age. Selected Camp programs will be offered at both the Bragg Creek Community Centre and Redwood House.

Position Description:

The Summer Day Camp Coordinator position will be responsible for providing a fun, safe and supportive environment for children registered for summer day camps. The Camp Coordinator, under the supervision of the Community Program Director, will be responsible for pre-camp planning and scheduling. The Camp Coordinator will fill the role of Senior Camp Counselor during July and August, and will be responsible for the supervision of children and programming daily activities. The Camp Coordinator will provide a leadership role in training and supporting the Senior and Junior Counselors, as well as in programming and leading activities with the campers. They will report to the BCCA Community Program Director.

Responsibilities:

- Provide safe, quality programming and supervision to all day campers
- Plan and implement all aspects of the daily schedule
- Provide quality leadership, training, guidance and support to Senior and Junior Counselors
- Take a lead role in camp administration, organization, and evaluation
- Participate in all group activities and encourage camper participation
- To be available for weekly overnight camp programs
- Provide first aid care when necessary
- Interact with and welcome parents and campers on arrival and departure from camp

Qualifications:

- Current Standard First Aid and CPR
- Previous supervisory experience with day camps, residential camps, or related programming an asset
- Previous day camp or residential camp experience essential
- Be self motivated and energized in program delivery
- Preference given to students returning to full-time post-secondary education studies in September 2008

Please send or fax a resume by Friday April 11, 2008 to:

Attention: Abbie Macdonald
Community Program Director
Bragg Creek Community Association
PO Box 39, 23 White Avenue Bragg Creek, Alberta T0L 0K0
Phone: (403) 949-4277 Fax: (403) 949-2387
Email: programdirector@braggcreekca.com

We thank you for your interest, however please note that only candidates selected for an interview will be contacted.