



Boys & Girls Clubs  
of South Coast BC

## **JOB POSTING**

### **Camp Potlatch**

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**JOB TITLE:** Outdoor Centre Coordinator

**START DATE:** Winter 2018

**REPORTS TO:** Director, Camp and Facilities

#### **SUMMARY OF RESPONSIBILITIES:**

Camp Potlatch, a wilderness Summer Camp and Outdoor Centre located in Howe Sound, is operated by Boys and Girls Clubs of South Coast BC (BGC), which provides a wide range of social development and recreational services to children, youth, and families in the Metro Vancouver area.

Camp Potlatch has a fully booked Outdoor Centre season (April-June, and September-October), and fully booked Summer Camp, with over 3,000 visits to the site each year.

Reporting to the Director of Camp and Facilities, the Outdoor Centre Coordinator is a key member of the Camp leadership team, and fulfills a wide range of duties relating to the programs, facilities, administration, and human resources at Camp. The Coordinator will work full-time at our Vancouver office from November to April, and will then be based at Camp from May to October while programs are being delivered.

The focus of this position is to secure bookings for the Outdoor Centre, then to host groups and deliver programs while on site. During the Summer Camp season, the Outdoor Centre Coordinator plays a key role on the Camp leadership team, and assists the Summer Camp Coordinator in delivering the summer camp program.

This is a full-time, year-round, salaried position. Compensation includes a full benefits package and pension plan.

#### **JOB DUTIES:**

- With the support of the Director, manages all aspects of the Outdoor Centre including:
  - program development, implementation, and evaluation
  - achievement of revenue targets and maintenance of accurate financial records
  - participation in long-term planning for Outdoor Centre programs
- Ensures that BGC's program standards, guidelines, and policies are followed, and that the programs align with BGC's mission, vision, values, and strategic direction.
- Ensures that all facilities, equipment, and programs are managed in accordance with British Columbia Camping Association standards and government regulations.
- Ensures the highest degree of health and safety standards in relation to camper care, program delivery, food services, facility maintenance, and health/medical services.

- Ensures that the needs of our diverse campers and clientele are met.
- Assists in the recruiting, hiring, training, and evaluation of staff and volunteers.
- Assists with administration, budgeting, quality assurance, and program evaluation.
- Provides day-to-day leadership to the staff team, and direct program delivery as necessary.
- Coordinates and supervises volunteer work parties.
- Supports the Summer Camp Coordinator with the day-to-day operation of the summer season.
- Assumes caretaking responsibilities in the absence of a Camp Caretaker.
- Assumes leadership of the Camp in the absence of the Director.
- Other related duties as required.

## **REQUIREMENTS:**

- Clean Criminal Record Check (Vulnerable Sector).
- An undergraduate degree or diploma in a related field, preferably in recreation, social services, or child and youth care.
- A minimum of two years working in a senior leadership role(s) at an accredited summer camp or other large child and youth-serving recreation sector program.
- Provincial/Nationally recognized certifications in swimming, canoeing, kayaking, and rock climbing (Challenge Course).
- A Class IV driver's license (process must be initiated within 30 days and obtained within 3 months of start date).
- Standard First Aid and CPR level C.
- Occupational First Aid Level III (must be obtained within 6 months).
- Non-Violent Crisis Intervention (CPI) training (must be obtained within 3 months).
- Participate in BGC's Put the Child First training.
- Experience supervising, training, evaluating, and recognizing volunteers.
- Demonstrated teamwork, leadership, and supervisory skills with the ability to problem solve and find resolutions to issues/conflict.
- Excellent verbal, written, and presentation skills.
- Advanced computer and data management experience, with working knowledge of MS Office and computerized registration systems.
- Superior organizational, problem solving, and time management skills.
- Demonstrated ability to work efficiently under pressure and remain focused within a constantly changing work environment.
- Willingness to work flexible hours including evenings, weekends, and holidays, as well as live on site for the duration of the Camp program (May – October).

## **CLOSING DATE:**

This posting will remain open until the position is filled.

## **HOW TO APPLY:**

Please email a resume and cover letter to: Camp Potlatch Hiring Committee: [camp@bgcbc.ca](mailto:camp@bgcbc.ca)