



Youth Roots After School Program Coordinator

Job Title:	<i>Youth Roots After School Program Coordinator</i>
Job Duration:	<i>April 18th – June 21st, 2022 Monday and Tuesday from 3:45pm – 600pm</i>
Job Hours:	<i>Weekly Part Time</i>
Reports To:	<i>Summer Camp and Outdoor Education Director</i>
Application Deadline	<ul style="list-style-type: none">• February 15th, 2022

Job Purpose

Sasamat Outdoor Centre prides itself on creating an engaging and supportive community where children are made to feel included and supported. The supportive nature of Sasamat's outdoor programs allows children and youth to try new activities and develop new skills with the help of caring staff members. Sasamat's summer camp and Outdoor Centre is located in beautiful British Columbia. The Youth Roots After School program is designed to be a fun and educational after school experience, where participants can enjoy unique outdoor activities and challenge themselves with new experiences.

The Youth Roots After School Program Coordinator is a supervisor role designed to support and lead the Youth Roots After School Program and staff through their experience, knowledge, and leadership. This person will demonstrate themselves to be an approachable staff member willing to lend advice and help answer questions other staff might have around; group management, first aid, program instruction, etc. The afterschool coordinator will supervise up to five program staff and ensure smooth delivery of Sasamat's after school program, arrival and departure of campers, set up and clean up, and supporting program staff as needed. The Coordinator is the direct liaison to the Summer Camp and Outdoor Education Centre Director. All Sasamat staff may be asked to perform additional duties in relation to program set up and take down as well as taking on leadership of the staff team as required or asked in specific situations.

Sasamat's Youth Roots program will run every Monday and Tuesday starting April 18th to June 21th, 2021.

Skills of a strong Coordinator are enthusiasm, creativity in youth programming, independence, genuine care for others and strong work ethic. All Sasamat Outdoor Centre staff should be prepared to support camp as a whole and be prepared to share duties of other areas of camp when needed.



General Responsibilities During Camp

1. In collaboration with the Summer Camp and Outdoor Education Director
 - Pro-actively identify and solve problems and areas of concern for staff and campers
 - Attend 100% of staff training (TBA)
 - Ensure appropriate set up and take down of program areas.
 - Greet parents and campers and ensure accurate sign-in and sign-out attendance on each day.
 - To submit a criminal record check forms and necessary certifications along with employee agreement to the Summer Camp and Outdoor Education Director no later than March 15th, 2022.
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2. In collaboration with after school program team:
 - Remain accessible and open, within reason; to answer staff questions and give advice to the best of their ability.
 - Coordinate *daily* program clean up with program staff
 - Assist in cleaning and disinfecting of program materials
 - Contribute to weekly staff meetings re: leadership, debriefs, team building, camper concerns, volunteer- support etc.
 - Inventory program supplies and fill out supply requests to the Summer Camp Director
 - Help plan after school programs
 - Relieve program staff as required
 - Greet and Welcome campers and staff each evening
 - Assist in creating and disseminating weekly program schedules and other weekly resources to the program camp staff
 - Actively create and implement team building and staff bonding initiatives throughout the program.

3. To Participate in 100% of pre-season staff training at camp and online
4. Adhere to and support all camp policies and procedures as detailed in the Staff Manual
5. Report all accidents/incidents and program concerns to the Executive Director/Summer Camp and Outdoor Education Director
6. Assume designated role as assigned by Executive Director/Summer Camp and Outdoor Education Director/designate in the event of an emergency
7. Maintain high levels of staff morale and conduct by providing mentorship and support to fellow staff



COVID-19

- Sasamat outdoor Centre and Association of Neighborhood Houses of B.C (ANHBC) is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.
- Job offers with Sasamat Outdoor Centre and ANHBC is conditional on you providing Sasamat Outdoor Centre/ANHBC with proof, prior to the start date and in a form satisfactory to Sasamat Outdoor Centre/ANHBC, that you are fully vaccinated against COVID-19. If you do not provide such proof prior to your start date, job offers will be considered void and of no effect. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation from Sasamat outdoor Centre/ANHBC by contacting the Summer Camp and Outdoor Education Centre Director immediately. Sasamat outdoor Centre/ANHBC reserves the right to delay your start date while it considers your accommodation request. ANHBC also reserves the right to amend its COVID-19 vaccine requirement in its sole discretion.
- Sasamat outdoor Centre will work diligently to keep all staff informed of all Covid-19 related policies and procedures as they may change over time due to the ever-dynamic landscape and nature of the pandemic. For the most up-to-date policy information please visit our website at www.sasamat.org.

Specific Duties and Responsibilities

After School Program Staff

- Special focus on program staff development through leading by example, offering advise, and helping answer questions or coming up with creative solutions to problems/ barriers.

Staff and Volunteers

- Attend regular staff debriefs
- Act as liaison for staff to management on site to address concerns and questions
- Proactively identify and work to resolve program staff concerns with the Summer Camp and Outdoor Education Director
- Report major staff issues to the Executive Director/Summer Camp and Outdoor Education Director
- Ensure high levels of staff morale by providing mentorship and leading by example
- Ensure staff and peers adhere to and support all camp policies and procedures as detailed in the Staff Manual
- Liaise/mediate between program staff when conflict arises, providing ideas for solutions and prevention



- Provide direct assistance to all program areas (including setup when necessary) and provide counselors with support, ideas, ongoing feedback
- Potentially respond to or assist in major first aid scenarios or first aid treatment

Administration

- Report staff discipline or conduct concerns in writing to the Executive Director/Summer Camp and Outdoor Education Director/designate
- Report any program concerns to the Executive Director/Summer Camp and Outdoor Education Director/designate
- Contribute to and help facilitate mid-program and end of program evaluations (in attendance with Summer Camp and Outdoor Education Director) and help provide written feedback for each program staff
- Submit a Final Report detailing the status of the after school program, making any recommendations for next season and any other constructive comments

Communication

- Consult with parents when required
- Liaise with Facilities staff for assistance with COVID related cleaning, supply refills, or camper related cleaning needs.

Other Duties

- The Counselor Coordinator may be asked to assist in duties not listed above. Sasamat Outdoor Centre expects the support of all staff members in fulfilling objectives that may not be specific to this position

Qualifications

Education

- Post secondary education

Specialized Knowledge and Certification

- Valid First Aid Certificate and CPR-C (or higher)
- Valid Class 4 driver's license
- Small Boat Operators' Certification
- Current RCA BC Advanced Solo/Tandem Canoe certification

Additional qualifications considered an asset

- Bronze Cross or NLS (Pool, Waterpark or Waterfront)
- Wilderness First Aid
- High Five
- Food Safe
- Challenge Course or Ropes Training



- OFA level 2 or equivalent

Skills

- Strong interpersonal and communication skills
- Ability to work independently and to exercise initiative
- Strong organizational ability
- Supervisory and management skill and experience
- Ability to work with a wide variety of ages and demographic groups
- Ability to take charge and motivate others
- Ability to supervise peers of a close age
- Ability to observe and assess staff and camper behavior, enforce safety regulations and emergency procedures, and apply appropriate behavior-management techniques
- Enthusiasm, sense of humor, patience, self-control

Experience

- Two years of experience as a Counselor in a Day Camp, or Resident Camp, afterschool programs, outdoor education settings or equivalent experience in leadership, youth development, or youth based recreational programming or, teaching, and tourism.

Working Conditions

- A day camp team lead role (may require some weekend work)
- Requires working in an outdoor environment in all weather conditions
- May require working with difficult clients

Physical Requirements

- Physical ability to lead a wide variety of challenging activities in an outdoor environment

Signature: _____

Date: _____