



## Youth Roots After School Program Coordinator

<b>Job Title:</b>	<b><i>Youth Roots After School Program Coordinator</i></b>
<b>Job Duration:</b>	<ul style="list-style-type: none"><li>• <i>April 9<sup>th</sup>, 2024 – June 11<sup>th</sup>, 2024</i></li><li>• <i>Tuesday's from 3:30pm – 6:30pm</i></li></ul>
<b>Job Hours:</b>	<i>Weekly Part Time</i>
<b>Salary</b>	<i>\$ 19.82/ hour</i>
<b>Reports To:</b>	<b><i>Summer Camp and Outdoor Education Director</i></b>
<b>Application Deadline</b>	<ul style="list-style-type: none"><li>• Open until filled</li><li>• 1 Position</li></ul>

### 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 Tuesday starting April 9<sup>th</sup> to June 11<sup>th</sup>, 2024 from 3:45 – 6:00pm. The Youth Roots Coordinator has additional prep and clean-up time from 3:30 – 6:30pm.

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.



#### How to Apply:

- Step 1 – Visit our website at <https://www.sasamat.org/get-involved>
- Step 2 - Scroll down to the “apply now” link
- Step 3 – Create an account and send us an application
  
- Or if you have questions, please reach out to [info@sasamat.org](mailto:info@sasamat.org)

### **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 participants or bring areas of concern forward to Sasamat Program Director.
- To participate in 100% of pre-season staff training or at the discretion of the Summer Camp and Outdoor Education Centre Director
  - *Spring Ropes Training: April 21st, 2024 from 9am – 5pm*
  - *Policy and Procedure Training: April 20<sup>th</sup>, 2024 (Online 9am – 12:00)*
  - *Spring Staff Training: April 6*
  - *RCABC Canoe Level 1 course (April 27<sup>th</sup>, 2024) hosted at Sasamat outdoor center for staff*
- Ensure appropriate set up and take down of program areas.
- Greet parents and campers and ensure accurate sign-in and sign-out attendance every Tuesday.
- To submit a criminal record check forms and necessary certifications along with employee agreement to the Summer Camp and Outdoor Education Director before the start of training.

#### 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.
- Help leaders facilitate programs where needed
- Coordinate *daily* program clean up with program staff
- Assist in program clean up
- Inventory program supplies and fill out supply requests to the Summer Camp Director
- Help plan after school programs from pre-designated activities
- Relieve program staff as required



- Greet and Welcome campers and staff each evening
  - Be a part of creating a fun and welcoming environment for all
3. Adhere to and support all camp policies and procedures as detailed in the Staff Manual
  4. Report all accidents/incidents and program concerns to the Executive Director/Summer Camp and Outdoor Education Director
  5. Assume designated role as assigned by Executive Director/Summer Camp and Outdoor Education Director/designate in the event of an emergency

### **Specific Duties and Responsibilities**

#### **After School Program Staff**

- General leadership and problem solving - special focus on leading by example, offering advice, and helping answer questions or coming up with creative solutions to problems/ barriers.

#### **Staff and Volunteers**

- Attend regular staff midseason check in and follow ups from Camp Director
- 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 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 provide written feedback for each program staff leader to the Camp Director.



- Submit a Final Report detailing the status of the after school program, making any recommendations for next season and any other constructive comments.

### **Communication**

- Communicate with parents when required

### **Other Duties**

- The Youth Roots Program 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**

- Current Emergency First Aid and CPR-C
- Cleared Criminal Record Check

### **Additional qualifications considered an asset**

- Bronze Cross or NLS (Pool, Waterpark or Waterfront)
- Valid Class 4 driver's license
- Wilderness First Aid
- High Five
- Food Safe
- RCABC canoe levels or equivalent courses / experience

### **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 overnight camp, afterschool programs, outdoor education settings or equivalent experience in leadership, youth development, or youth based recreational programming or, teaching, and tourism.

### **Working Conditions**

- 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