

Assistant Camp Coordinator

May 11th – August 19th, 2023

CAMP HEALTH, HOPE & HAPPINESS (Camp He Ho Ha)

Camp Health, Hope & Happiness is Alberta's leading summer recreational facility for individuals with mental and physical disabilities. We are a residential camp where campers and staff are on site 24/7 during their 6-day stay.

The term of employment is from **May 11th to August 19th, 2023.**

Mandatory training runs from **May 11th to 21st, 2023.**

Why work here?

Camp He Ho Ha hires individuals that are looking to learn skills and gain experience related to their education or future careers, and those that want to make a difference for people with disabilities.

The skills learned on the job at Camp He Ho Ha directly relate to nursing, social work, physiotherapy, education, psychology, speech pathology, and many more.

Our summer staff can earn a letter of **volunteerism** for up to 300 hours!

(We look great on a resume!)

What will I learn?

- Self-confidence
 - Communication skills
 - Leadership
 - Interpersonal skills
 - Resilience
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- Personal care (bathing, toileting, feeding)
 - Behaviour management
 - Environment & activity adaptation
 - Your core values
 - What you are truly capable of

How will I learn that?

Each day you and a team will be responsible for assisting 14-16 individuals with disabilities from morning wake-up to tucking in at night. You will play games, do activities such as arts and crafts, swimming, climbing, canoeing, mini-golfing, boating, dancing, singing, and anything else that your creativity can bring to the camp experience!

This may be the most *challenging* and *rewarding* job that you may ever experience. Your heart will open to people that you have only just met, you will create friendships with campers and staff that will extend years into the future, and you will be forever changed.

Qualifications

- Minimum of 21 years of age
- Valid Drivers License and clear driving abstract
- Current standard first-aid and Level C CPR (that will not expire during the work term)
- Clear Criminal Clearance and Vulnerable Sector Check
- Available May 11-21, 2023 to participate in mandatory summer staff orientation at Camp He Ho Ha
- Available to work all dates as shown in "Summer Camp Employment Schedule" (Exceptions must be discussed at time of interview, emergency exemptions apply)
- **ASSETS:**
 - Leadership experience will be given priority
 - Experience with camping, arts & crafts, climbing and ropes course, out-tripping, water sports and performing arts
 - Sign language

Salary: \$12,950.00 (before taxes) for the term of employment

- Accommodations are provided for the term of employment
- Meals will be provided during camp days

JOB DESCRIPTION

- Abide by the Camp Philosophy that “Campers Come First”.
- Assist in the preparation of the summer staff orientation.
- Assist in facilitating various sessions of the summer staff orientation.
- Work independently in absence of Camp Coordinator to oversee summer staff.
- Process and screen camper applications as necessary.
- Responsible for any necessary camper data entry such as medical forms, etc.
- To make any necessary phone calls regarding a camper’s application, payment, or required documents prior to their camp commencing.
- Prepare necessary paperwork on a weekly basis for upcoming camps.
- Act as a resource to summer staff regarding camper care and management.
- Communicate with the Summer Camp Coordinator regarding any pertinent issues that require attention.
- To provide feedback to summer staff on both an informal and formal basis.
- To coordinate the check in of campers and deal with any caregivers concerns.
- To assist Team Leaders with resolving individual staff issues or team issues.
- To monitor the duties performed by the climbing wall/admin assistant.
- Assist the Summer Camp Coordinator with the allocation of staff resources.
- To summarize staff timesheets and submit them to the Office Administrator.
- Monitor end of camp cabin clean-up and preparation for upcoming camps.
- Generate a functional schedule for each of the 10 summer camps.
- Ensure all paperwork is gathered and filed at the end of each camp.
- Assist with any escalated camper behaviors beyond the cabin staff’s abilities.
- To ensure cabin procedures are followed and the needs of all campers are met.
- Ensure the summer camp program areas are cleaned, organized and ready to be turned over to the rental coordinator at the end of the camping season.
- Update various documents at the end of the camping season in preparation for the following summer.
- To attend meetings called by either the Summer Camp Coordinator or the Executive Director.
- Directly responsible to the Summer Camp Coordinator.

For any questions, please contact coordinator@camphehoha.com
Thank you for your interest and we can’t wait to hear from you!

Applications open: December 15, 2022

Applications close: March 15, 2023