

Between Friends Camp Bonaventure Programming Leader Position

Between Friends creates opportunities for people with disabilities to connect, grow, and belong through social and recreational activities. As a charitable organization, we rely on the efforts of our personnel to help provide safe and inclusive programming for our participants. Between Friends is an equal opportunity employer. Between Friends thoroughly screens all applicants initially and on an on-going basis.

Camp Bonaventure creates a summer full of excitement, friendship and fun. Children and youth thrive at Camp Bonaventure. They are encouraged to challenge and develop their abilities through canoeing, sailing, swimming, and many other exciting activities and adventures. Camp Bonaventure typically operates on a staff to participant ratio of 1:4 and can accommodate participants with a 1:1 to 1:6 ratios

Programming Leader – 1 Position Available	
Duties & Responsibilities	<ul style="list-style-type: none"> • Plan theme days and special events (prior to the start of Summer Programs), ensuring program planning is completed in a timely manner and that all activities planned are age and socially appropriate • Purchase necessary supplies and refreshments for Camp Bonaventure and Adventurer Day Trippers, as well as, track a budget to ensure costs are being reconciled in a timely manner • Act as a liaison between Summer Day Camps and all external partners • Coordinate and communicate with appropriate transportation providers, communicating with partner facilities to confirm group sizes and needs, ensure appropriate waivers/forms are completed and provided to the appropriate leaders, etc • Supervise camp groups staying overnight on-site at Camp Bonaventure and/or off-site locations on a weekly and/or bi-weekly basis • Act as a leader, in ratio, in the event of staff absences, coverage or additional support; this includes all summer programming • Attend all training opportunities and staff meetings as set by the Personnel Coordinator; including orientation and training week at beginning of contract and one mid-summer training session on a Saturday in July (date to be confirmed) • Compile a detailed end of session report • Positively represent Between Friends when in public and at various internal or external events and activities • Other duties as requested by the Personnel Coordinator
Time Requirements	<ul style="list-style-type: none"> • Start Date: May 6, 2019; End Date: August 28, 2019 • Shifts vary between 8:30 a.m. – 5:30 p.m., as well as one overnight weekly or biweekly in July and August • This position will have administrative hours between April to June 2019; Camp Program hours will begin Mid-June until August 24, 2019 • Staff recognition event at the end of the summer – date to be confirmed



Skills & Qualifications	<ul style="list-style-type: none">• Proven ability to stay organized• Previous experience working within a budget• Extensive knowledge of programming ideas, specifically for individuals with disabilities• Ability to quickly and independently problem solve in high stress situations• Extensive knowledge on adapting activities for people with disabilities and inclusion strategies• Excellent communications skills• Must be physically able to apply proper lifting techniques, assist with wheelchair transfers and be able to physically support participants• Must be able to participate in all camp activities• Due to the length of the contracts, all summer employment positions will be expected to fulfill the entire contract dates including training <u>Absolutely no vacation time will be allowed</u>• Class 5 License, access to own vehicle during working hours. You must provide your own appropriate vehicle insurance
Application Requirements	<ul style="list-style-type: none">• Must be 18 years and older• Must pass a Screening Process including a Backcheck search and an Intervention Record Check completed by Alberta Human Services• Must have an interview conducted by the Personnel Coordinator and designate• Must be able to provide proof of current Standard First Aid and CPR certification, Level C prior to the start date• Minimum 2 professional references• Application deadline is: January 31, 2019 at 4:00pm
Benefits	<ul style="list-style-type: none">• Starting wage: \$17.14 per hour• Staff shirt provided• After successful completion of a session, a Reference Letter is available by request• Invitation to the Awards Ceremony & AGM (Annual General Meeting)

If you would like to apply, please send your resume and cover letter to opportunities@betweenfriends.ab.ca by January 31, 2019 at 4:00pm. We appreciate all applications, but only those being selected for an interview will be contacted. No phone calls please.

Please be sure to state in the subject line the job title that is listed with each posting.

If you are applying for more than one position, you can apply using one cover letter - listing the positions you are interested in applying for in the cover letter. If you are a returning staff applying for the same position as last year, please state in the subject line "RETURNING". Once we review your application, our Personnel Coordinator will contact you to set up an interview. **New:** If you are returning to the same position, you may be asked to re-interview for the position.

If you have any questions or need further clarification, please contact our Personnel Coordinator, Nikki Stevens: nstevens@betweenfriends.ab.ca | 403-508-0114