

Between Friends Camp Fun’zAmust Director 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.

Between Friends is currently looking for a Camp Fun’zAmust Director. Camp Fun’zAmust is a sleepaway camp experience, in partnership with Easter Seals Camp Horizon. During a weeklong stay, participants will experience the fun of outdoor adventure. New opportunities and challenges may present themselves in the form of high/low ropes challenge courses, the giant swing, archery, tipi camping, hiking and backpacking, environmental arts & crafts, nature games, river rafting and many more outdoor activities. Camp Fun’zAmust is offered in two sessions for our members: Camp Fun’zAmust Youth and Camp Fun’zAmust Adult.

Camp Fun’zAmust Director – 1 Position Available	
Duties & Responsibilities	<ul style="list-style-type: none"> • Provide supervision, direction, support and leadership to all Easter Seals Camp Horizon staff and Between Friends personnel for the full duration of the program • Provide behavior management strategies to the Easter Seals Camp Horizon personnel • Familiarize self with the participants and their needs and maintain confidentiality of participants’ personal information • Attend all training opportunities and staff meetings as set by the Personnel Coordinator • Maintain open and effective communication with stakeholders of the agency • Ensure the medical safety of participants by liaising with Easter Seals Camp Horizon nursing staff to ensure necessary medication and first aid administration and appropriate documentation, as per the policy of Between Friends • Ensure all program activities are planned with the highest standard of quality and safety; this will include but is not limited to; age appropriate, variety of activities and experiences, adaptable to different abilities, will include extra activities/ backup plans in the event of unforeseen changes (i.e. downtime, weather, facility closure) • Responsible for communication with parents prior to and during the camp. Other duties include administrative duties in the form of outcome measures, and incident reports • During the months of May – July, this position will be required to complete parent phone calls, attend parent information events and be available to attend and participate in Easter Seals Camp Horizon training (dates in June to be confirmed) • Compile a detailed end of session report • Other duties as requested by the Personnel Coordinator
Time Requirements	<ul style="list-style-type: none"> • This position will have administrative and program hours between May and July 2019; these hours can be completed independently and out of Between Friends typical working hours • Camp Fun’zAmust Adult camp runs July 21 – July 26, 2019 • Camp Fun’zAmust Youth camp runs July 28 – August 2, 2019



	<ul style="list-style-type: none">• The incumbent will be required to stay on-site for the duration of the Camps• Must attend orientation and training week at beginning of contract• Staff recognition event at the end of the summer – date to be confirmed• Start Date: May 6, 2019; End Date: August 2, 2019
Skills & Qualifications	<ul style="list-style-type: none">• Extensive experience working with people with disabilities, knowledge on adapting activities and inclusion strategies• Experience training a group of individuals• Experience of being in a leadership role• Knowledge of American Sign Language an asset• Excellent organizational and communication skills• Must be physically able to apply proper lifting techniques, assist with wheelchair transfers and be able to physically support participants• All positions must be able to participate in the following activities: swimming, canoeing, sailing, arts and crafts, camp overnights, etc• 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>
Application	<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• All admin, waiting times, and training sessions are compensated for• After successful completion of a session, a Reference Letter is available by request• Invitation to the Awards Ceremony & AGM (Annual General Meeting)

To apply, 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