Helping Kids with Physical Disabilities Succeed

EASTER SEALS ONTARIO - RECREATION DEPARTMENT
JOB DESCRIPTION

Assistant Program Coordinator

Number of Positions: 2
Reports To: Recreation Supervisor (MWC), Camp Director (WEC)
Locations: Camp Woodeden (London, ON) and Camp Merrywood (Perth, ON) each require 1 Asst. Program Coordinator
Employment Dates and Compensation:
Onsite: May 18, 2027 – August 31, 2027. $150.00/day + meals and accommodation

At Easter Seals Ontario, we provide overnight camping opportunities for kids and young adults with physical disabilities. Each summer we welcome staff from all over the world and pride ourselves on providing a comprehensive pre-camp training, so our staff are equipped with all the skills they need to give our campers a great experience. Our camps make many traditional summer camp activities accessible and inclusive, such as swimming, boating, archery, high ropes, and more! Check out our website to learn more about our locations in Perth, Ontario and London, Ontario.

The Assistant Program Coordinator will report to the Recreation Supervisor (MWC) or Camp Director (WEC) and collaborate as an active member of the Leadership Team to support program quality, staff development, and a positive camp culture. The Assistant Program Coordinator supports the Program Coordinator in the planning and oversight of all camp programs to ensure that they are fun and safe and meet the needs of the campers. The Assistant Program Coordinator acts as the Program Coordinator when they are offsite.

Summary of Essential Job Functions

- Collaborate as an active member of the Leadership Team to support program quality, staff development, and a positive camp culture.
- In cooperation with other Leadership Team members, train program counsellors in the delivery of adaptive programs and introduce all staff to activities at each program area.
- Work with the Program Coordinator to establish the weekly schedule, manage program area resources, support program counsellors, and ensure good communication among the program area staff.
- Participate in the delivery of camp's programs, ensuring they are high quality, challenging, creative, and safe for campers of all ages and abilities.
- Act as a program area counsellor when needed and is thus familiar with all program areas.
- Assist the Program Coordinator by completing program evaluations and gathering feedback to support ongoing improvements.

- Proactively identify and solve problems and areas of concern.
- Attend daily meetings with the land program staff and visit active program areas throughout the day. Lead daily meetings if Program Coordinator is unavailable.
- Maintain an active presence with programming staff by checking in informally throughout the day, offering guidance, and relaying concerns or feedback to the Program Coordinator.
- Report any staffing or program concerns promptly to Program Coordinator or Recreation Supervisor/Camp Director.
- Contribute to the evaluation of program area staff and participate in the proper completion and timely submission of program reports.
- Adhere to and support all camp policies and procedures as detailed in the Staff Resource Manual, Risk Management Plan, and Leadership Team Manual.
- The Assistant Program Coordinator assumes the role of Program Coordinator when they are off-site.
- Perform any other duties as assigned by the Program Coordinator or Recreation Supervisor/Camp Director.

Physical Aspects of the Position

- Ability to communicate and work with groups and provide necessary instruction to campers and staff.
- Excellent organizational skills, with the ability to manage data sets, track inventory, and camp-wide schedules.
- Ability to observe camper and staff behaviour and apply appropriate behaviour-management techniques, enforce appropriate safety regulations and emergency procedures.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Able to manage lifting, some bending, stooping, and stretching as well as daily exposure to the sun and heat and varying environmental conditions.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

Minimum Requirements

Minimum Age: 18 years old

- Easter Seals Ontario camp staff experience preferred
- G Class license or willing to obtain
- Experience instructing adaptive sport or activities is an asset.
- Willingness to obtain certification in lifeguarding or high ropes an asset.
- Standard First Aid/CPR-C certification is required prior to the start of the camping season.
- Experience providing day-to-day personal care required.
- Familiarity with Easter Seals Ontario Camper community an asset.
- Strong communication, organization, teamwork, and leadership skills.
- Comfortable working in an Office 365 (Teams, Outlook, Excel, Word)
- Must provide clear background check completed within 1 year of the start date of the contract.

Other Considerations

- Easter Seals Ontario camps are fully accessible and provide camping experiences to kids and young adults with disabilities.

- It is recommended that all staff be fully vaccinated against communicable illnesses such as Covid19 and Measles. Easter Seals Ontario staff will follow the health and safety recommendations provided by Provincial and Regional Health Units.
- Model active participation in camp life by engaging in activities where possible, while balancing leadership responsibilities and program oversight.
- Onsite housing provided for camping season; meals provided during camp sessions.
- June – August up to eight-day work period, 24 hours/day on call with scheduled breaks throughout the session and days off between sessions.
- Required to be on-call for a minimum of two of the changeover periods during the summer.

Easter Seals Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Easter Seals Ontario fosters an environment of inclusivity, empowerment, and safety for participants and staff alike. Easter Seals Ontario is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory ability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws of Ontario.