**EASTER SEALS ONTARIO - RECREATION DEPARTMENT**
**JOB DESCRIPTION**

## Program Coordinator

**Number of Positions:** 2
**Reports To:**
Preseason - Manager of Recreation
Camp Season - Recreation Supervisor (MWC), Camp Director (WEC)
**Locations:** Remote during the preseason, Camp Woodeden (London, ON) or Camp Merrywood (Perth, ON) during camp season.
**Employment Dates and Compensation:**
Pre-season: Jan 15, 2027 – May 17, 2027. 20hrs/week, remote, flexible. $23/hr.
Onsite: May 18, 2027 – August 31, 2027. $155/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 hands-on 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.

During the **Pre-Season**, the Program Coordinator will report to the Manager of Recreation and contributes to the planning of all staff orientation and supports the hiring of summer camp staff.

During the **Camp Season**, the 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 Program Coordinator trains and supervises the Program Counsellors and is responsible for overseeing all aspects of camp programming. This includes the planning and implementation of camp-wide and evening programs, creating the program schedule, and ensuring that all programs are meeting safety standards while delivering a camper-focused experience. Where specialized training is required, for example with the ropes and waterfront team, the Program Coordinator will collaborate with internal and external training support.

**Summary of Essential Job Functions**
**Pre-Season**

- Assist in the recruitment and hiring of program staff.
- Assists in planning staff training and shares responsibility for planning, implementing, and overseeing a camper-focused camp program and culture.
- Review the camp risk management procedures and safety protocols, ensuring a thorough understanding and the ability to appropriately respond to incidents.
- Develop program goals that follow Easter Seals Ontario camping goals & objectives.

**Camp Season**

- Reporting to the Recreation Supervisor/Camp Director, 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.
- Oversee programs to ensure they are high quality, creative, safe, and designed to be inclusive and accessible for all campers in each session's age group and ability range.
- In coordination with the counselling and healthcare teams, develop and finalize the session camp program schedules, ensuring variety, balance, and accessibility across activities.
- Manage program area resources (supplies, equipment, adaptive materials), ensuring they are prepared, organized, and readily available.
- Conduct ongoing program evaluations to ensure that the programs are meeting the needs of the campers.
- Arrange and schedule third-party activity providers, working with the Recreation Supervisor/Camp Director to ensure that all people accessing site have had background checks performed and their vaccine status has been identified, if necessary.
- Coordinate the Program staff team's arrival day activities and work with the Leadership Team to assign arrival day tasks to all staff.
- Proactively recognize and address issues to support smooth operations and a positive camp environment.
- Meet daily with the land program staff and visit active program areas throughout the day.
- Remain visible and accessible by participating in camp programs when able.
- Provide feedback to the land program staff on a regular basis, both formally and informally, and provide them with written evaluations midseason and upon completion of their contract.
- Provide opportunities for staff development throughout the summer.
- Submit session reports, logs, inspections, schedules, and safety documentation on time.
- Maintain accurate and timely program area documentation (attendance, incident reports, evaluations).
- Be familiar with the Ontario Camping Association standards and Ontario regulations pertaining to recreational camping and those regulations specific to activity areas including but not limited to public pools, archery, sailing, canoeing, high ropes. Ensure that these standards are enforced during program facilitation.
- Uphold and model all camp policies and procedures outlined in the Staff Resource Manual, Risk Management Plan, and Leadership Team Manual.
- Perform any other duties as assigned by the Recreation Supervisor/Camp Director or Manager of Recreation.

**Physical Aspects of the Position**

- Ability to communicate clearly, and work with groups, and provide necessary instruction to campers and staff.
- Ability to observe camper and staff behaviour and use appropriate behaviour support techniques, always prioritizing camper safety.
- Must be able to perform emergency and crisis response procedures (fire, evacuation, illness, or injury).
- Able to manage lifting, bending, stooping, and stretching as well as daily exposure to the sun and heat and varying environmental conditions.

- Must be able to safely lift and transfer campers or equipment, often exceeding 25 kg, using proper techniques and with team support as needed.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

**Minimum Requirements**

Minimum age: 18 years

- 2 or more years of camp experience.
- G Class license or willing to obtain.
- Experience instructing adaptive recreation is an asset.
- Preference given to those who have studied in a child development related field.
- Standard First Aid/CPR-C certification is required prior to the start of the camping season.
- Familiarity with Easter Seals Ontario Camper community an asset.
- Comfortable providing personal care.
- Strong communication, organization, teamwork, and leadership skills.
- Comfortable working in an Office 365 (Teams, Outlook, Excel, Word).
- Preferred but not required: National Lifeguard certification, Pleasure Craft Operator Card, Challenge Course Certification (WEC only).
- Must provide clear background check completed within 1 year of the start date of the contract.

**Other Considerations**

- Work part-time offsite from January - May and full-time onsite from May – August.
- 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.
- June – August up to eight-day work period, 24 hours/day on call with scheduled breaks throughout the session and days off between sessions.
- Onsite housing provided for camping season; meals provided during camp 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.