



RICHMOND CENTRE FOR DISABILITY

2017 Children & Youth Summer Camp

Camp Coordinator Job Description

Job Title: Camp Planner & Coordinator, 2017 Children & Youth Summer Camp

Duration: June 5 to August 11, 2017
Refer to Work Schedule for details of work hours

Camp Coordinator Functions & Duties:

Planning Stage –

1. To prepare details of activities planned for the summer camp
2. To prepare supplies list and responsible for the acquisition of the items
3. To plan for staff and volunteer training & prepare training materials
4. To be in charge of volunteer recruitment and summer camp registration and promotion

Preparation and Training Stage –

1. To arrange and participate in the interview process of parent and child
2. To assess the suitability of children to participate in the summer camp and necessary accommodation
3. To assess the suitability of volunteers to participate in the project
4. To provide a training workshop to volunteers as needed
5. To discuss own duties and responsibilities with Head Coordinator

Implementation Stage –

1. To assist Head Coordinator in all aspects of implementing the summer camp
2. To supervise the children in the summer camp
3. To plan and organize activities for the summer camp
4. To guide and supervise volunteers
5. To ensure the children are in a safe environment
6. To keep tidy the room the summer camp is being held
7. To facilitate feedback and inputs from children, parents, and volunteers
8. To provide interpretation service as needed
9. To respond to any unexpected incidents
10. To report to Head Coordinator of any incidents with the project
11. To report to Centre staff directly of any incidents deemed necessary

Attributes required and to be maintained:

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|-------------------------|----------------------------|
| ➤ Proper work ethics | ➤ Personal grooming/Attire |
| ➤ Reliable and punctual | ➤ Patient and caring |
| ➤ Team player | ➤ Initiative/Enthusiasm |

Reporting to: Summer Camp Head Coordinator on site
Overall Supervision by RCD Staff In-Charge