



# **RICHMOND CENTRE FOR DISABILITY**

## **2019 Children & Youth Summer Camp**

### **Camp Coordinator Job Description**

**Job Title: Camp Coordinator, 2019 Children & Youth Summer Camp**

**Duration: July 15 to August 23, 2019**  
**Refer to Work Schedule for details of work hours**

#### **Camp Coordinator Functions & Duties:**

##### **Planning Stage –**

1. To discuss the directives and focuses of the summer camp with Head Coordinator and incorporate the elements into planning
2. To work together with Head Coordinator regarding activities planning

##### **Preparation and Training Stage –**

1. To attend and participate in the interview process of parent and child as needed
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:**

- |                         |                            |
|-------------------------|----------------------------|
| ➤ 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**