
Pre-Season Programming Coordinators

Overview: The two Programming Coordinators will meet with Board of Director members and committee members to brainstorm, develop, and implement ideas that will progress and sustain camp for future generations.

Reports to: Board of Directors and their committees.

Compensation: \$18.00 hourly

Key Qualifications:

- Be a minimum of 19 years of age.
- Possess access to reliable transportation and be willing to travel within the typical Camp Ta-Wa-Si catchment area (Amherst NS to Moncton NB) as needed.
- Possess a valid criminal record check.

Preference will be given to: Individuals with previous camp experience, specifically in a leadership role.

Desired qualities and abilities are:

Responsibilities:

Included but not limited to:

- Planning and implementing fundraising events.
- Planning and implementing events for the purpose of informing potential campers and their families of opportunities at Camp Ta-Wa-Si.
- Assisting in the planning and publishing of social media posts including advertisements, engaging posts, camp session information, and responding to community questions and concerns.
- Planning and implementing events with the purpose of securing volunteers for our Counsellor in Training (CIT) programming.
- Assisting in communication and organisation of community partnerships to bring unique and exciting programming to camp.
- Assisting with communication and organisation of property rentals.

Applicant Scope:

A successful candidate for a position of *Programming Coordinator* will be driven and excited by all things camp. Someone who possesses the competency and focus to work independently but thrives in a team setting. They listen and hear the needs of Camp Ta-Wa-Si and are keen to address our current needs head-on. This person takes great pride in their work and strives for excellence, all the while working in collaboration under the leadership of the members of the Board of Directors. The perfect candidate can comprehend the vast scope that is *camp*, while also caring immensely for the nitty gritty details. Finally, the candidates will be aware of and excited about the prospects of working in a brand-new position within our organisation and will be ready for the challenges and thrills a new position entails!

Must-Have Qualities Include Excellency In:

- Communication skills: both verbal and written. Communication is clear, concise, and thorough and demonstrates professionalism while being warm and accessible.
- Time Management skills: ensuring all responsibilities are planned and implemented within an appropriate and professional time frame.
- Accountability: the understanding that this is a leadership position within a charitable organisation, and one must be intentional and mindful of resources including time and money. This applicant understands that this position is pivotal in ensuring Camp Ta-Wa-Si's success in camping and responds to their duties with enthusiasm and thoughtfulness. They strive to not only meet goals but to surpass them and take their successes and challenges to heart. Applicants work within their scope and seek support as needed, immediate to their need.
- Initiative; a successful applicant understands that this role includes both collaborative and independent work and takes responsibility for their designated tasks and timelines. The applicant problem-solves as issues arise, and never waits to ask for help when needed.
- Creativity; the applicants are capable of brainstorming innovative and unique solutions to the issues identified by the Board of Directors.
- Critical Thinking; the applicants can anticipate the consequences of their plans of action and will plan and respond accordingly.