



**Autism Nova Scotia's Ben James Summer Camp  
Camp Coordinator Position  
Job Description  
Full-time: 40hrs wk/ \$14.50hr**

The Ben James Autism Summer Camp is a recreation program for children and youth on the autism spectrum between the ages of 6-21 years. Each camper is supported with a 1:1 camper/counsellor ratio and activities are designed specifically with participants' needs and interests in mind.

- Position:** Camp Coordinator  
**Program:** Ben James Summer Camp  
**Time:** Approx. 40 hours / wk. (Flexibility required)  
**Term:** 9 weeks starting Monday, June 19<sup>th</sup> – Saturday August 26<sup>th</sup>  
**Location:** Spryfield Lions Club Rink and Recreation Centre  
**Accountability:** The Camp Coordinator is accountable to the Camp Director.  
**Responsibility:** The Camp Coordinator is responsible to run and facilitate the camp under the supervision of the Camp Director. The Camp Coordinator reports to the Camp Director and speaks for the camp in the Camp Director and Program Director's absence.

**General Duties:**

Camp Coordinator is responsible for the following:

- Contact organizations to book dates for outings as required.
- Implement and facilitate daily camp activities as per program schedule.
- Manage volunteers.
- Ensure good communication with staff, parents, and campers regarding camp activities.
- Work directly with children in the camp.
- Aid the Camp Director with the supervision of camp staff.
- Mentor and support staff as necessary.
- Administer any medications required by campers as per instructions given by parents/physician, and fill out appropriate medication forms in the absence of the Camp Director.
- Other duties as designated by the Camp Director and Program Director.

**Qualifications:**

- A great deal of knowledge and experience working with individuals with autism
- Knowledge and experience supervising and managing a team
- Knowledge and experience in planning and facilitating recreation based activities
- Good leadership skills
- University degree or student in a post-secondary program
- Good communication skills (written and oral)
- Able to work independently
- Strong organizational skills
- Up to date First Aid certification

**Application closing date: Friday, April 28<sup>th</sup> at 4:30**

**Please submit your cover letter and resume to:**

Yevonne Le Lacheur, Program Director

**Email:** [programs@autismns.ca](mailto:programs@autismns.ca)

**Mail or in person:**

Autism Nova Scotia

Attn: Yevonne Le Lacheur

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**If you have any questions please contact:**

Yevonne Le Lacheur, Program Director

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