



Autism Nova Scotia's Ben James Summer Camp Camp Coordinator Position

Job Description

Full-time: Seasonal/ 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 10 (start date may change) – Saturday, August 24th
Location:	June 10- June 21: Autism Nova Scotia (5945 Spring Garden Road, Halifax, Nova Scotia) June 24-August 24: Spryfield Lions Rink and Recreation Centre (111 Drysdale Road, Spryfield, Nova Scotia)
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.

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 related post-secondary program (e.g., education, recreation, social work, psychology, etc.)
- Good communication skills (written and oral)
- Able to work independently
- Strong organizational skills
- Able to lift up to 50 pounds
- Able to be on your feet for long periods of time at summer camp. Including running and strenuous activity
- Up to date First Aid certification

Application closing date: Friday, March 15th at 4:30pm

Please submit your cover letter and resume to:

Yevonne Le Lacheur, Program Director

Email: programs@autismns.ca

Mail or in person:

Autism Nova Scotia

Attn: Yevonne Le Lacheur

5945 Spring Garden Road

Halifax, NS

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If you have any questions please contact:

Yevonne Le Lacheur, Program Director

Email: programs@autismns.ca

Phone: (902) 446-4995