

Camp. It's in you for life.

AMICI CAMPING CHARITY

Amici Camping Charity Program Coordinator

Status: Full-time permanent

Reports to: Program Director

Location: Hybrid model including working remotely and in Amici's Toronto office

Effective Date: On or around February 15, 2022

Compensation: \$48,000 - \$53,000 based on experience plus benefits

The Opportunity: If you are looking to change young lives, Amici ("A-MEE-Key") offers an opportunity to make your mark by joining the team as the Program Coordinator. Amici Camping Charity ("Amici") is guided by a mission to give children and youth in financial need the chance to discover their full potential through overnight summer camp. Amici's mission is supported by generous donors, including individuals, corporations and foundations. Amici is a dynamic place to work with an engaged Board of Directors, enthusiastic staff and dedicated volunteers ready to help where they can to impact the lives of campers and families.

The Organization: Established in 1966 as a non-profit charity, Amici changes young lives by sending deserving kids to 45 Ontario Camps Association accredited partner summer camps – for as many years as the camper wants to return. In 2022, Amici partner camps, supporters and volunteers sent 251 kids to camp, for a total of 566.5 weeks of programming. Amici has a strong track record of collaboration and creating life-changing experiences through the power of summer camp. To learn more, please visit: www.amicicharity.org.

Position Profile: The Program Coordinator will be part of a small team and work under the direction of the Program Director. The role will support the annual Campership Program (placement of children and youth at partner camps) and provide support for administrative and office coordination needs. The successful candidate will be a dedicated professional passionate about summer camp.

You are the ideal candidate for our team if:

- You are ready to be part of a dynamic team and can both adapt and contribute to an organization in rapid growth mode.
- You are creative, strategic, curious and have a good sense of humour, high energy level and a passion for summer camp.
- You are able to communicate effectively, empathetically and tactfully with a variety of individuals in person, by email and over the phone.
- You have well-developed interpersonal and relationship-building skills.
- You work effectively as a member of a small team and are willing to pitch in and carry out all levels of the task at hand.

- You are up for the task of building upon and enhancing new and existing programs.
- You take your work seriously, but not yourself.

Key Responsibilities: Program Support 80%

In collaboration with the Program Director, the Program Coordinator supports all aspects of Amici's campership program. Key responsibilities include:

Campers and Families:

- Reviews and inputs new and returning camper applications into the CampBrain database.
- Supports applicants in the completion of applications.
- Coordinates reference checks for new camper applications.
- Assists in the assessment of eligibility and coordinates the collection of program-related fees.
- Maintains the CampBrain database and online application system.
- Coordinates specialized programs including budget, applications and communications with partner camps and community partners.

Partner Camps:

- Supports Amici's relationships with existing and future partnerships with overnight summer camps.
- Aids in the placement of 250+ new and returning campers at 45+ partner camps across Ontario.
- Participates in partner camp visits over the summer months, as appropriate.

Volunteer and Community Outreach:

- Supports teams of volunteers working on a variety of program-related tasks throughout the year.
- Assists in the recruitment, training and stewardship of volunteers.
- Maintains and updates communications materials for volunteers.

Communications:

- Assists in providing social media content and monitoring for the Campership Program.
- Supports website maintenance and weekly updates as it relates to campership.
- Builds and maintains a bank of camper and parent testimonials to aid the fundraising and communications team in sharing Amici's stories of impact.

Program Administration:

- Supports process improvements to deliver a high-impact program and meet Amici's strategic objectives and increase efficiencies.
- Updates and maintains the program database (CampBrain) on an ongoing basis.
- Responds to requests for information and follow-through from families, partner camps and stakeholders in a timely and appropriate manner.
- Executes on a budget of designated funds and collection of family contribution fees.
- Supports the monthly reconciliation of program fees.

- Maintains filing and computer systems for efficient retrieval of information.
- Performs other program administrative duties, as assigned.

Key Responsibilities: Administration 20%

- Provides general administrative support for Amici including: managing inbound emails and phone calls, managing office equipment, ordering office supplies, filing, scheduling, minute-taking and banking requirements.
- Acts as a resource to staff in using software to enhance efficiency and maintain a shared online filing system (Gdrive for business).
- Coordinates logistics and support for Board and volunteer committees.
- Supports monthly bank reconciliation.
- Performs other administrative duties as required.

Qualifications:

- 1-2 years of related work experience with a camping, not-for-profit or social service organization.
- Post-secondary degree/diploma or equivalent.
- Excellent verbal and written communications.
- Proficient using Google Suite (Docs, Spreadsheets, Drive), Microsoft Office (Word, Excel, PowerPoint, Publisher), Social Media (Facebook, Twitter, Instagram); experience with CampBrain is an asset.
- Experience with the Ontario Camps Association and Amici partner camps is an asset.
- Ability to be resourceful, flexible and successful in a fast-paced working environment.
- Strong organizational and analytical skills. Evidence of initiative, adaptability, sound judgment, tact, diplomacy, strong sense of ownership, collaboration, attention to detail and creativity.
- Ability to support event execution, some lifting and carrying to and from events is required.

Other Requirements:

- An understanding and passion for the power of summer camp!
- Valid driver's license and access to a vehicle is an asset.
- The position involves some evening and weekend commitments, including (but not limited to) camp visits, fundraising events, volunteer events and meetings, Canoe Heads for Kids lead up activities and event day.

Amici Camping Charity is committed to a culture of Equity, Diversity, and Inclusion. We know we are able to best provide children from a number of varying backgrounds and lived experiences with an inclusive camping experience when we have a diverse team of employees. Beyond being an equal-opportunity employer in accordance with the Ontario Employment Standards Act, and Accessibility for Ontarians with Disabilities Act, we strive to provide our employees with a working experience free of discrimination, harassment, and barriers.

Employment decisions at Amici Camping Charity are based on job requirements and individual qualifications, irrespective of race, ethnicity, colour, race, religion/belief/creed, sex, gender, gender expression, sexuality, ability status/disability, age, marital status, caregiving status, nationality, genetic information, education, and any and all other class, individual, and/or characteristics protected by law in any of Amici Camping Charity's activities or operations.

Amici Camping Charity is happy to provide an equitable opportunity to apply to work with us, and to provide accommodations at all stages of the selection process. To request accommodation, please email judy@amicicharity.org.

To Apply: Please forward your resume and cover letter to Jodie Adams, Program Director at hr@amicicharity.org.

All applications are requested by January 13, 2023. Early submission is encouraged, as applications will be reviewed on a rolling basis.

We thank all applicants for applying, however, only those selected for an interview will be contacted. This posting will remain open until filled.

For more information about Amici Camping Charity, please visit www.amicicharity.org.