



Camp. It's in you for life.

Amici Camping Charity

Program Coordinator

Status: Full-time permanent

Reports to: Program Manager

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 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 appreciative campers and families.

The Organization: Established in 1966 as a non-profit charity, Amici changes young lives by sending deserving kids to 44 Ontario Camps Association accredited partner summer camps – for as many years as the camper wants to return. In 2019, Amici partner camps, supporters and volunteers will send over 300 kids to camp, for a total of 630+ 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.amicharity.org.

Position Profile: The Program Coordinator will be part of a small team working under the direction of the Program Manager. The Program Coordinator will support the annual campership program (placement of children and youth at partner camps) and Amici's leadership programs. 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 demonstrated 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 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:

In collaboration with the Program Manager, the Program Coordinator supports Amici's campership programs. Key responsibilities include:

Campers and Families:

- Review and inputting of new and returning camper applications and supporting documents.
- Support the financial assessment and eligibility assessment of applicants.
- Ongoing communication with camper/applicant families.
- Acceptance and organization of program-related fees.
- Inputting and maintenance of the CampBrain database and online application system.
- Coordinating supporting documents for applications and completing reference checks.

Partner Camps

- Support Amici's relationships with existing and future partnerships with residential summer camps.
- Aid in the placement of 300+ new and returning campers at 44+ partner camps across Ontario.
- Participate in partner camp visits over the summer months.

Volunteer and Community Outreach:

- Manage teams of volunteers working on a variety of program-related tasks throughout the year.
- Maintain communication and updated materials for volunteer teams.
- Recruitment of volunteers.

Program Facilitation

- Aid in the planning, organization and implementation of Amici's leadership programming.
- Recruitment and support of program participants.
- Maintain communication and conduct program evaluation with participants.
- Evaluating and reevaluating program to build on the program and measure impact and outcomes to best meet the needs of program participants.

General Administration

- Recommend ongoing policy and process improvements to deliver a high-impact program and meet Amici's strategic objectives.
- Execute on a budget of designated funds and collection of family contribution fees.
- Manage incoming calls from families, partner camps and stakeholders.
- Perform other general administrative duties, as assigned.

Other duties and responsibilities to be determined from time to time, as discussed in advance with the Program Manager.

Qualifications:

- 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 judgement, 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) monthly programming, camp visits, and Canoe Heads for Kids lead up activities and event day.

Compensation: Amici Camping Charity offers competitive compensation and benefits.

To Apply: Please forward a resume and cover letter with salary expectations in confidence, subject line: "Program Officer" to hr@amicicharity.org.

All applications must be received by 5pm on Friday, July 12, 2019. Early submission is encouraged, as applications will be reviewed on a rolling basis.

No phone calls, please. We thank all applicants for applying, however only those selected for an interview will be contacted. Amici Camping Charity is committed to employment equity and all qualified candidates are encouraged to apply. All responses will be handled in confidence.