



## **Job Posting: Program Coordinator**

**Status:** Full-time, 20 month contract (parental leave coverage)

**Reports to:** Program Director

**Location:** Hybrid model (2-3 days per week in Amici's Toronto office)

**Anticipated Start Date:** March-April 2026

**Salary Range:** \$45,000 - \$55,000

**The Opportunity:** If you are looking to change young lives and be part of the camp community, Amici Children's Camp Charity ("Amici") offers an opportunity to make your mark as our Program Coordinator. Amici gives children and youth in financial need the chance to discover their full potential through multi-year access to overnight summer camp. Supported by generous partner camps, individual donors, corporations and foundations, Amici is a dynamic and growing organization with an engaged Board of Directors, enthusiastic staff and dedicated volunteers working together to create life-changing impact. In 2025, Amici sent 352 children and youth to camp, for a total of 740 weeks of programming to 48 partner camps accredited by the Ontario Camps Association. To learn more, please visit: [www.amicicharity.org](http://www.amicicharity.org).

**Position Profile:** The Program Coordinator is a key member of a small, collaborative team, reporting to the Program Director. This role is responsible for the coordination and administration of Amici's Campership Program and serves as a primary liaison to camper families and volunteers and also works with partner camps. The Program Coordinator is an active member of our Equity, Diversity and Inclusion (EDI) Committee, dedicated to advancing inclusive practices and actively supports the organization's EDI goals across all programs and initiatives.

The Program Coordinator exercises sound judgment, manages sensitive information with discretion, and takes initiative in strengthening systems and processes. The successful candidate will be a dedicated professional with a strong passion for the summer camp experience. While working collaboratively, this role operates with a high degree of independence and accountability in day-to-day program execution.

### **Key Responsibilities: Program Coordination**

In collaboration with the Program Director, the Program Coordinator plays a critical role in all aspects of Amici's Campership Program ensuring a responsive, organized, and mission-aligned experience for families and partner camps. Key responsibilities include:

#### **Campers and Families**

- Independently manages the intake, review, assessment and tracking of new and returning camper applications using camper management software and internal tracking tools.
- Serves as the primary point of contact for families and proactively supports applicants through all stages of the application process.
- Coordinates and oversees reference checks, documentation collection and camper contribution fees.
- Conducts financial eligibility assessments exercising sound judgment and attention to detail, consulting with the Program Director as needed.
- Coordinates the distribution of annual surveys, and supports the collection and analysis of survey responses.
- Incorporates family and camper feedback by working with the Program Director to support continuous program improvement.
- Leads the facilitation of Family Information Sessions, including logistics, communications, and the recruitment of panel volunteers.
- Coordinates specialized initiatives including the New Canadian Program, BIPOC Representation Program and the Camp Awakening Legacy Fund.

#### **Partner Camps**

- Supports and strengthens relationships with Amici's partner camps while contributing to the development of new camp partnerships.
- Plays a key role in the placement of new and returning campers in collaboration with the Program Director.
- Supports the planning and execution of partner camp visits and conducts on-site visits to maintain alignment and strengthen partnerships. Camp visits take place in the summer months and will involve extended hours beyond typical work hours.

#### **Volunteer and Community Outreach**

- Leads recruitment, onboarding, training, and stewardship of volunteers including Camp Coaches and Campership Committee.
- Maintains volunteer communications and related website content.

- Identifies and cultivates relationships with new community partners, particularly those serving equity-deserving communities.

### **Communications**

- Maintains and updates program-related website content.
- Builds and curates a comprehensive collection of camper and parent stories and testimonials to support fundraising and communication efforts in sharing Amici's impact.
- Supports the development, personalized content and distribution of Amici's annual Partner Camp Impact Reports.
- Coordinates the annual camper Letter campaign each summer.

### **Program Administration and Organizational Support**

- Prepares all materials for each new application cycle, ensuring systems are current and efficient.
- Maintains data integrity within CampBrain and recommends system improvement.
- Supports designated program budgets and camper-related funds within approved parameters.
- Serves as an active member of the EDI Committee, contributing to advancing equity priorities.
- Assists with the financial and reconciliation processes.
- Maintains shared systems (Google Drive, office equipment, supplies).
- The position involves some additional evening and weekend commitments, including (but not limited to) fundraising events, volunteer events and meetings. Attendance at Amici's annual signature fundraising event, Canoe Heads for Kids (Saturday, May 23, 2026) is required.
- Performs additional program and organizational administrative duties as assigned.

### **Qualifications**

- 1-2 years of related work experience with a camping, not-for-profit or social service organization.
- Post-secondary degree or diploma (or equivalent experience)
- Strong verbal and written communications.
- Demonstrates initiative, sound judgment, tact and attention to detail.
- Excellent organizational and analytical skills.
- Comfortable working independently while contributing to a collaborative team.
- Ability to be resourceful, flexible and successful in a fast-paced working environment.
- Proficient using Google Workspace (Docs, Sheets, Drive).

- Experience with camper management software (i.e. CampBrain) is an asset.
- Experience with Canva or visual design tools is an asset.
- Knowledge of the Ontario Camps Association and Amici partner camps is an asset.
- Ability to manage confidential information with discretion
- Ability to support event execution, some lifting and extended hours, as required.
- Valid driver's license and access to a vehicle is an asset.

Amici Children's Camp 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.

We encourage applications from members of equity-deserving groups that have been historically disadvantaged and marginalized, including First Nations, Métis and Inuit Peoples in Canada, racialized people, Black people, persons with disabilities, women and 2SLGBTQ+ people. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada.

Amici 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](mailto:judy@amicicharity.org).

**To Apply:** Please forward your resume and cover letter to Jodie Adams, Program Director at [hr@amicicharity.org](mailto:hr@amicicharity.org).

All applications are requested by February 12, 2026. 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 Children's Camp Charity, please visit [www.amicicharity.org](http://www.amicicharity.org).