Camp Warwa
Coordinator

Year-round Full Time

$375-$550/week plus accommodation on site

Start Date: Immediate Start

Overview:

Camp Warwa has been providing unforgettable outdoor experiences for youth since 1980. We are a non-profit outdoor education center located 45 minutes west of Edmonton Alberta and provide extensive year-round programs as well as summer camps. We are known for our experience, diverse programs and our inspiring professional community.

Our staff join our team because they want to help make a difference in the life of a child as well as to take on new challenges and grow as an outdoor professional. We are looking for people who appreciate children, are passionate about nature and want to live and work in a community environment. Together we'll serve over 7500 children in 2019.

Coordinators are year-round Leadership Team members. Coordinators report directly to the Camp Director and work together to manage the day to day operations of Camp Warwa. Coordinators take on a wide range of responsibilities and this role is ideal for someone looking to move into a camp management role. Accommodations and most meals are provided. Specific responsibilities include:

Responsibilities:
- Organization and scheduling
- Caretaking of our facility & staff
- Seasonal staff hiring & management
- Managing client bookings
- Management of program areas
- Communication with clients, participants, and staff
- Program development
- Specific responsibilities are shared between up to three coordinator staff

Requirements:
- Criminal Reference Check and a Child Intervention Check
- Standard First Aid with CPR-C
- Alberta Class 5 driver's license or equivalent

Assets:
- Flexible
- Problem solver
- Willing to work in a team
- Leadership skills
- Residential or day camp experience
- Administrative experience
- Out-tripping experience
- Post-secondary degree or diploma in a related field

To apply, please email cover letter and resume to wes@campwarwa.org