

Lumsden Beach Camp Career Opportunity

Position: Program Coordinator

Deadline to Apply: March 31, 2025

Location: Lumsden Beach, SK

Term: May 20 to August 28, 2025



LUMSDEN
Beach Camp

Lumsden Beach Camp is seeking someone fantastic to be our next Program Coordinator. This position is seasonal and requires the staff person to live onsite. The right person for this job loves summer camp and working with children. A flexible and cooperative attitude, is essential to join the LBC team.

Goals and Purpose of Lumsden Beach Camp:

Lumsden Beach Camp is part of the United Church of Canada, a liberal, progressive Christian denomination, rooted in social and environmental justice, committed to reconciliation and learning right relationships, and to an affirming welcome of all peoples, regardless of race or religion, ability, gender and gender expression, sexual orientation, or economic background.

We seek to provide a safe place for children and youth to explore their own sense of self, personal leadership, explore their own understanding of spirituality, and their connection to the sacred – while learning new skills and developing independence in an inclusive, camper-centred environment. While we do not require our staff members to hold any particular religious or spiritual beliefs or convictions, we do ask that all staff members affirm the importance of these goals, help us create this environment, and participate as fully as their particular job duties allow, in all facets of the camp community.

Scope & Summary of Job:

At Lumsden Beach Camp the Program Coordinator is responsible for organizing, coordinating and helping implement almost all programming at camp. Working alongside the Cabin Leaders, Day Camp Leader and other staff, the Program Coordinator creatively develops ideas for crafts, games, theme days, guest facilitators, and more. The successful candidate would have experience with summer camp and be bursting with ideas to make each camper have a memorable week at Lumsden Beach Camp. The Program Coordinator may also work closely with the Camp Director, on everything from welcoming parent volunteers, to leading the faith formation components of the day. Like all camp jobs, some days can be long and exhausting, and the Program Coordinator may be required to help out in a number of areas, but this position is also very rewarding (and often full of silliness).

Overview of Key Position Responsibilities:

- To do what needs to be done. This role is dynamic and constantly evolving.
- To coordinate, with support from other staff, the set up and preparation of camp facilities and programs.
- To provide constructive, consistent and modelled leadership for summer camp staff. This may include assisting in some leadership during staff training in June.
- To attend camp activities and to set an example for other staff.
- To be present and available to all camp staff and campers during the day.
- To provide leadership and participation in the Faith Formation Program of LBC.
- To work alongside other staff to create daily schedules and ensure programming options are set up and in good repair including archery, canoeing and camp game equipment.
- To coordinate special events, wide games and special guests at camp.
- To create a craft for each age group and teach it to the craft volunteer at the beginning of each week.
- To organise lost & found at the end of each week.
- To organise camp Birthday cards.
- To act as a friend and direct liaison to volunteers, helping them effectively fulfil their role.
- To fill in for other paid or volunteer positions where required.

Qualifications:

Essential Functions:

- Excellent written and verbal communication skills and ability to communicate with children, parents and staff of all ages.
- Possess physical and mental strength and endurance to work long days in the summer months.
- Ability to work up to 6 consecutive days a week during the summer months.
- Ability to live on-site during the summer months during camp and training.

Education and Experience:

- 2+ years of camping experience in leadership roles.
- Experience working with children.
- Experience creating or leading camp programming

- Completed Grade 12 and 18 years of age or older

Knowledge & Skill Requirement:

- Excellent problem-solving skills with the ability to adapt quickly.
- Ability to work independently with minimal supervision and with flexibility in order to respond to shifting priorities.
- Well-developed interpersonal, and relationship building skills.
- Good time management, organization and self-motivation.
- Strong leadership and teamwork skills.
- Strong attention to detail.
- Excellent presentation skills.
- Excellent people skills.
- A willingness to learn and a high level of integrity.
- Previous experience with canoeing, archery, and backcountry camping is an asset.

Compensation:

Lumsden Beach Camp provides competitive compensation, which is commensurate with qualifications and experience. Applicants can expect \$9,700 - \$10,200 for the period. Staff are provided with lodging and meals during full time period. An additional stipend will be paid during May & June to offset food costs.

To Apply:

Please submit an application (form on website) no later than March 31, 2025. Questions can be emailed to our Executive Director, Kylie Orr at ynotu@lumsdenbeachcamp.com or she can be reached at 306-510-6135.

We thank you very much for your interest. Only successful candidates will be contacted for an interview.