



Original Kids Theatre Company

Program Coordinator Position
Questions and applications to sydney@oktc.ca

We are seeking an energetic leader for Camp OK!

Purpose of Program Coordinator

The Program Coordinator is accountable to work with the Camp OK and OKTC administration on evolving the mission of OKTC through the leadership, development and management of a number of key portfolios at Camp OK. These include leadership, day to day programming, financials, large scale programming, operations, and marketing.

Description of Responsibilities

1. Leadership:
 - a. With the Camp Director and Leadership Coordinator (administrative team), assist in the design, delivery and evaluation of current camp programs to meet the needs, interests and ensure that they represent the values of OKTC and its stakeholders
 - i. Remain current with information on the developmental needs of our youth
 1. Staff
 2. Campers
 - ii. Work with the administrative team to analyze input from youth, families and the Camp OK team regarding the quality, safety, and enjoyment of the program and team environment.
 - b. Design alongside the other members of the administrative team programming and activities appropriate to the Camp OK population
 - c. Understand Camp OK's Key Performance Indicators (KPIs) and how to achieve them.
 - d. Assist the Camp Director and Leadership coordinator to ensure smooth operation of Camp OK
 - e. Duties as assigned
2. Human Resources:
 - a. Assist in the recruitment of team members based on developing an effective performance culture for all program and activity requirements throughout the summer.
 - b. Work with the Camp OK team to develop team members
 - i. Expectation to develop and coach members in all areas of the Camp OK organization
 - c. Hire, train, develop, and evaluate all team members
 - i. Effective communications of expectations and standards of Camp OK and OKTC as a whole
 - ii. Working with the administrative team to effectively develop training materials as well as training days
 - d. Use the values and beliefs of OKTC to inspire the Camp OK team.
3. Financial:
 - a. Work with the administrative team to ensure proper implementation of the Camp OK budget
 - b. Monitor budget expenses throughout the camp process
 - c. Ensure all camp expenses are accounted for and recorded prior to the end of camp
4. Day-to-Day Operations:
 - a. Oversee all on-site programming
 - b. Keep an active inventory of all programming supplies

- c. Replenish camp supplies as needed
 - d. Oversee “Program Staff” in execution of day-to-day programming needs
 - e. Prepare new segments for daily flagpole ceremonies; execute returning flagpole segments; ensure proper set-up and striking of flagpole each day
 - f. Ensure an effective set up of camp grounds daily
 - g. Ensure an effective striking of the camp grounds daily
- 5. Large-Scale Programming:
 - a. Organize large all-camp activities on a weekly basis
 - b. Organize a “Camp Carnival” reunion event in August
- 6. General Operations:
 - a. Oversee a systematic approach to database management of our campers, Before and After Care programming and current team members
 - b. Work with the administrative team to develop, implement, and evolve emergency procedures
 - c. With the administrative team liaise with internal and external groups to ensure the enhancement of camp operations
 - d. Ensure an effective set up of camp grounds
 - e. Ensure an effective striking of camp grounds
- 7. Marketing:
 - a. Working with the administrative team to develop programming that is appealing to specific age demographics
 - b. With the Camp OK administrative team and OKTC administration develop recruitment and retention strategies
 - c. With the Camp OK administrative team monitor the Twitter page and add to it on a regular basis
 - d. Take photos during the camp day alongside the Camp OK administration, administrative assistant, and LEAD Coordinator to be given to campers who purchased the photo DVD
- 8. The successful applicant agrees to abide by the rules of conduct, policies and procedures outlined by the Original Kids Theatre Company and its administrative staff

Basic Qualifications

- 1. Experience in senior programming development and supervisory experience in either a recreational or arts organization.
- 2. Must have previous experience working with youth & children (ages 6-14) in a theatre setting.
- 3. Must have previous training facilitation experience.
- 4. A minimum of 5 years of theatre experience.
- 5. Demonstrate ability to effectively manage conflict resolution.
- 6. A strong understanding of organization and planning.
- 7. Standard First Aid certification.
- 8. Completion at candidates expense a police background check.
- 9. Must be able to the time commitments outlined below.
- 10. Expected hours may exceed commitment outlined below.

Time Commitments

Leadership Meetings Flexible (During month of December 2017, March 2018, May-June 2018)

Senior Counsellor and Artistic Staff training dates May-June 2018

Team Interviews December 2017-February 2018

First full staff meeting (May 2018)

Medical and Mental Health training TBD (May 2018)

Team Training Dates TBD (Based on OKTC schedule)

Camp Dates July 2, 2018 through August 24, 2018

Bi-Weekly Team Meetings Second Wednesday evening of each session.

Camp Carnival August 15, 2018

Compensation

The Program Coordinator will be paid competitively and based on experience.

How To Apply

Please forward a resume with cover letter to Camp Director, Sydney Gilchrist, sydney@oktc.ca

Application Deadline

Sunday November 5th, 2017 5:00pm (EST)

Interviews will be scheduled for November 11th & 12th.

ABSOLUTELY NO LATE SUBMISSIONS WILL BE ACCEPTED.

We thank all applicants who apply, but only those selected for an interview will be contacted