#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** GOOSE Youth Camp Coordinator

**Job Number:** A-458 | VIP: 1889

**Band:** OPSEU-5

**Department:** Trent International

**Supervisor Title:** Manager, Trent-ESL

**Last Reviewed:**  January 23, 2023

#### **Job Purpose:**

Reporting to the Manager, Trent-ESL, the GOOSE Youth Camp Coordinator is responsible for the planning, organization, and implementation of the Trent International GOOSE Youth Camp for international high school students on the Trent University campus. GOOSE camp includes both U-Bound, Leadership and ESL instructional streams as well as typical summer camp activities and day trips to regional tourist attractions.

The position shares responsibility for hiring, training and supervision of student staff, for executing program planning, for ensuring that programs meet client and program needs and expectations, for supervising all programming during the in-residence experience, and for completion and tracking of finances and other required paperwork.

GOOSE will adhere to the standards set by Orion Canada and Curie Insurance for quality assurance and safety.

#### Key Activities:

##### Programming

* Coordinate and oversee the planning and day-to-day operations of GOOSE Youth Camp.
* Liaise with Manager, Trent-ESL, Trent-ESL Recruitment and Operations Liaison, Trent-ESL Instructional Technology Coordinator, Trent International Operations Manager and Director, International to align all planning with program requirements.
* Work with programming assistants to plan U-Bound, Leadership and ESL classes, afternoon and evening activities, and day trips which meet program and client expectations within a safe and managed environment.

##### Human Resources

* Hire all student counsellors and ensure that each camp session and activity is staffed based on the direction of the Manager, Trent-ESL.
* Manage student-staffing schedules within available budget.
* Supervise all student programming assistants, and counsellors, providing coaching and regular feedback, conducting performance evaluations, and managing any performance concerns or disciplinary issues under the guidance of the Manager, Trent-ESL.
* Lead training programs for all student staff.

##### Standards & Safety

* Ensure that safety requirements set by Orion Canada and Curie Insurance are met and communicated clearly to all staff and campers.
* Ensure that the staff and camper codes of conduct are clearly communicated and enacted.
* Schedule and provide after-hours response support for staff and campers as required. This responsibility is shared with the Manager, Trent-ESL and Trent-ESL Recruitment and Programs Liaison.
* Ensure that all GOOSE staff have access to relevant camper waivers, consent forms and health information as required.

##### Administration

* Book facilities and coordinate contracts with internal and external partners. Maintain all facility bookings for the programs on SharePoint.
* Resolve any issues related to bookings, space, facilities, equipment sharing, should they arise and communicate solutions to the team.
* In coordination with the Trent-ESL Recruitment and Programs Liaison, communicate, as needed, with other University departments and external suppliers (e.g. Physical Resources, food service provider, Security, Conference and Hospitality Services) to ensure that all equipment, services, and facilities are prepared for programs.
* Monitor budget on a bi-weekly basis, analyzing data and reporting any variances to the Manager, Trent-ESL and Director, International.
* Maintain the program calendars and provide weekly and daily schedules to all team members, participants, and administration.
* Maintain an inventory of all program supplies and equipment and orders supplies or materials as needed.
* Contribute written material for the development of promotional material, registration forms, newsletters, and staff handbooks.
* Prepare a summary report for all programming as per guidelines provided.
* Other tasks as required.

#### Education Required:

* College Diploma (2 year) in Recreation, Outdoor Education, Event Management, or related field.

#### Experience/Qualifications Required:

* Minimum two (2) years’ experience in delivering programs for youth, ideally in a camp setting.
* Supervisory experience preferred.
* Experience in managing budgets.
* Excellent organizational, time management and planning skills.
* Excellent customer service skills.
* Ability to be flexible and adapt to changing situations.
* Awareness of personal safety issues, diversity issues and the security needs of youth and student staff.
* Ability to interact professionally and effectively with all constituencies of the University community, as well as with all external contacts.
* Intermediate level proficiency in Computer skills – Microsoft Word, Excel, Access.
* Current Standard First Aid & CPR Certification.
* Valid Ontario Driver's license (Class ‘G’ minimum) and access to a vehicle.
* Canoeing and life guarding certification an asset.
* Willingness and ability to work evenings, weekends, holidays and during scheduled University closures is required.
* Criminal Records Check, inclusive of Vulnerable Sectors Check (dated within the last 6 months) will be required as a condition of employment.

**Job Evaluation Factors:**

##### Responsibility for the Work of Others

*Direct Responsibility:*

*Student Employees – Programming staff, and counsellors.*