

## **JOB POSTING**

### **Coordinator Camp Potlach**

---

**JOB TITLE:** Coordinator, Camp Potlach

**START DATE:** As soon as possible

**REPORTS TO:** Director, Camp and Facilities

#### **SUMMARY OF RESPONSIBILITIES**

Camp Potlach, a wilderness Summer Camp and Outdoor Centre located in Howe Sound, is operated by BGC South Coast BC, which provides a wide range of social development and recreational services to children, youth, and families in the Lower Mainland.

Reporting to the Director of Camp and Facilities, the Camp Potlach Coordinator will act as a key member of the leadership team at Camp and fulfill a wide range of duties relating to Camp programs, facilities, administration, and human resources.

The Camp Potlach Coordinator position involves overseeing the day-to-day functioning of Camp Potlach during the summer season and the Outdoor Centre programs during the spring and fall seasons. Camp Potlach is a boat-access-only site and the Coordinator will be generally based at Camp from May to October while programs are being delivered.

#### **JOB DUTIES**

Working closely with the Director of Camp and Facilities, the Coordinator:

- Oversees the day-to-day functioning of Summer Camp, including the supervision of 50 staff and 135 campers on site during each session.
- Participates in the oversight of the day-to-day operations of the Outdoor Centre
- Ensures that Camp Potlach operates with the highest degree of health and safety standards for camper care, program delivery, food services, facility maintenance, and health/medical services.
- Ensures that BGC's program standards, guidelines, and policies are followed, and that the programs align with BGC's mission, vision, values, and strategic direction.
- Ensures that all facilities, equipment, and programs are managed in accordance with BGC expectations, British Columbia Camping Association standards, and legislative requirements.
- Oversees all aspects of Camp programs, including multi-day, land and water-based off-site out-trips and Outdoor Centre programs.
- Responsible for the recruitment, hiring, training, and evaluation of staff and volunteers.
- Participates in budget development and is responsible for financial monitoring and tracking.
- Prepares Camp promotion and registration materials and works closely with the Registrar.
- Oversees kitchen functions at Camp, including supervision of the Cook.

- Manages all health-related concerns of campers and staff including supervision of the Camp Nurse.
- Assists the Director with overall facility management, including supervision of the Camp Caretaker.
- Assists in overall Camp and Outdoor Centre program development, planning and evaluation.

## **REQUIREMENTS**

- Clean Criminal Record Check (Vulnerable Sector).
- An undergraduate degree in a related field, with a minimum of two years working in leadership role(s) at an accredited summer camp or other large child and youth-serving recreation sector program.
- Industry-recognized certifications and/or equivalent experience in kayaking, canoeing, rock climbing, or lifeguarding.
- Experience leading large, diverse staff and/or volunteer teams.
- Excellent verbal, written, and presentation skills.
- Advanced computer and data management experience, with working knowledge of MS Office and computerized registration systems.
- Superior organizational, problem solving, and time management skills.
- Demonstrated ability to work efficiently under pressure and remain focused within a constantly changing work environment.
- Ability to problem solve and find resolutions to issues/conflict
- Willingness to work flexible hours including weekends and evenings, as well as living on site for the duration of the Camp program.
- Valid BC Driver's License.
- A Class 4 driver's license.
- Standard First Aid and CPR level C.

This is a regular full time (37.5 hours per week) salary position with four weeks' vacation in first year, paid sick leave, group benefits at six months and pension after one year.

## **CLOSING DATE**

Position will remain open until filled.

## **HOW TO APPLY**

Please submit a resume and cover letter directly to:  
 Marc Couture (Director Camp and Facilities)  
[mcouture@bgcbc.ca](mailto:mcouture@bgcbc.ca)

Thank you in advance to all persons who apply for this position. Please note that only those selected for interview will be contacted.

BGC recognizes the value and importance of building and sustaining a culturally diverse environment and commits to intentional efforts to reflect that (along with our values) in all that we do. BGC has always been committed to diversity, and we believe that articulating our commitment to it in this way will support the ongoing evolution of this in our work going forward.

For employees, participants, volunteers, donors, and the community, we demonstrate that commitment through:

- Recruitment, employment, development, and promotion practices that are barrier free
- Encouraging representatives of diverse identities (race, national or ethnic origin, language, spiritual beliefs, age, gender, sexual identity, marital status, family structure, political beliefs, mental or physical ability, or socioeconomic status) to apply for available positions, participate in programs, and/or engage with BGC
- Making decisions based solely on an individual's qualifications, merit, performance, and organizational needs