

RE: Nature Camp Coordinator

Location: Hybrid

Organization: Frontenac Arch Biosphere Network (FABN)

Number of Positions: 1



Introduction

The Frontenac Arch Biosphere Network is a Not-For-Profit organization, dedicated to sustainable community development, through the celebration of nature, livelihood, wellbeing and culture. Our Nature Camps champion our mission statement “Enough for all, for all time” through programs that are designed to mentor campers, as they rediscover their unique connection to the natural world.

Summary of Position

The Camp Administrator is responsible for assisting the Camp Manager in overseeing the day to day operations of the four FAB Nature Camp sites. The successful candidate will provide support to the Manager and is responsible for upholding the policies and procedures of the FAB Nature Camps.

Duties and Responsibilities

1. Post for camp vacancies
2. Participate in staff training - minimum of one day
3. Ensure Policies and Procedures are maintained, up-to-date, and implemented
4. Handle community and parent emails in timely manner
5. Promote the Nature Camp, which may include printed flyers, posters, radio broadcasts, newspaper releases, and social media updates
6. Input registration data into a registry and ensure the information is made available to Senior Environmental Educators
7. Ensure fees have been paid and monitor/followup on the status of families receiving subsidies
8. Ensure all documents, including waivers have been completed prior to the start of the program
9. Organize Community Mentors to join the program. Mentors may include local Conservation Groups, Parks Canada, Bee Keepers, etc.
10. Update the website regularly, to reflect the programs offered by the Nature Camp and communicate any repairs/updates to the web designer
11. Support with on-the-ground camp programming and coordination, as required
12. Provide onsite support to staff, when necessary

Qualifications - Required

1. Ontario High School Diploma - must be 18 years or older
2. Experience in an administrative role
3. Experience working with children
4. First Aid/CPR/AED certified
5. Police Record Check with the Vulnerable Sector Check (Valid within the last 6 months)
6. Willingness to work flexible hours
7. Can commit to 30-35 hours per week from June 24 to August 30, 2024

8. Personal means of transportation to and from camp, with a valid driver's license
9. Able to walk 5 kilometers and lift 50 pounds

Qualifications - Assets

1. Bilingual
2. National Lifeguard Certification (NLS)
3. Outdoor enthusiast, naturalist, and survival skills preferred
4. Outdoor Experiential Educator

Contract Dates: June 24 to August 30, 2024

Wage: \$20 per hour

Hours: Minimum of 30 hours per week

Application Deadline: April 26, 2024

Please send your resume and cover letter to Kim Chamberlain, Nature Camp and Education Manager,
education@fabn.ca