

Job Posting: Camp Coordinator

Vancouver Botanical Gardens Association (VBGA), joint operating partner of VanDusen Botanical Garden and Bloedel Conservatory with the Vancouver Park Board, is seeking a Camp Coordinator to further our mission to engage people in the importance of biodiversity to our lives, and to foster a lifelong love of plants and gardens.

Position Overview

Working with the Youth Programs Manager, the Camp Coordinator will oversee our Spring Break, Professional Development Day, and Summer Break camps based entirely outdoors at VanDusen Botanical Garden, rain or shine. Camps incorporate games, activities, and lessons that are hands-on and educational.

Responsibilities

- Coordinate all aspects of the pro-d, spring break, and summer camp programs
- Ensure a high level of camper safety and respond to emergency and challenging situations with campers, parents, staff, and volunteers
- Ensure high camper and parent satisfaction and that children receive a fun, educational, and meaningful experience
- Assist with interviewing, hiring, training, and managing camp staff and volunteers
- Registration tasks including database management and parent inquiries
- Coordinate, plan, and lead a variety of educational programs for diverse learners as needed, including spring break and pro-d camps, weekend youth programs, and field trips

Qualifications & Experience

- Experience in a supervisory role in elementary-aged childcare, camp, education, or a related field
- Education and/or courses and workshops related to childcare
- Experience leading a staff and volunteer team with human resources knowledge
- Experience organizing multiple programs and developing exceptional programming
- Comfortable with public speaking to diverse audiences
- Exemplary customer service skills in person, electronically, and on the phone
- Dedication to environmental awareness and sustainable living
- Current certification in standard first aid AND a clear criminal record check (or willingness to obtain prior to start date)
- Access to a vehicle and able to drive to source supplies

Personal Characteristics

- Highly adaptable, flexible, and able to prioritize as part of a small but fast and nimble team
- Thinks strategically and is creative in planning and problem-solving

- Proactive on projects - confident in asking questions, generating ideas, and being a self-starter
- Excels in a collaborative work environment, with flexibility and willingness to assist other team members
- Dedication to environmental awareness and sustainable living

Availability & Duration

- Full time (35 hours) Monday-Friday
- Some evening and weekend shifts are required
- Placement runs until August 31, 2021

Wage

\$24/hr + 4% vacation pay

Submit resume and cover letter to:

Devon Deckant, Acting Director of Education

ddeckant@vandusen.org

We thank all candidates for their interest, however only those candidates selected for interviews will be contacted.