

Summer Program Manager

This is a full time job running from May 1st to August 31st. Accommodation is provided.

Girl Guides of Canada–Guides du Canada (GGC), a national membership-based organization, empowers every girl in Guiding to discover herself and be everything she wants to be. Our mission is to be a catalyst for girls empowering girls. Together, we're building our vision of *A better world, by girls.*

Girl Guides of Canada is seeking a **Summer Program Manager (May to August 2023).**

Location: Camp Olave, 1570 Jack Rd, Sechelt, BC V7Z 0A1.

About this opportunity

Reporting to the Team Lead, Provincial Operations (BC), or designate. You will ensure, in co-operation with the Camp Olave Management Committee (COMC), that Camp Olave is a secure, safe, well –maintained facility enjoying good relations with Guiding members and the local community.

Responsibilities include:

- Assist COMC to adhere to the health and safety requirements of Safe Guide, the Province of BC and the municipality of Sechelt, as well as fire and insurance regulations.
- Check campers into their campsite and checks them out when they leave.
- Is the usual person who fields complaints or concerns from the campers
- Ensures campers are following safety rules.
- Liaises with maintenance crew and cleaning crew.
- Keeps an open dialogue with the Personnel Coordinator of the Camp Olave Management Committee.
- Collects crest orders and distributes same to the campers.
- Orders supplies – cleaning products, toilet paper etcetera.
- Picks up mail and sends to appropriate person.
- Ensures that each site has sufficient supplies prior to their arrival.
- Submits a monthly written report to the Camp Olave Management Committee.
- Compiles the monthly bed night count and submits to the Camp Olave Management Committee.
- Provide archery training for Guiders (in off season when lifeguards not on site).
- Coordinate Camp Olave's role in the event of a natural disaster with the Sunshine Coast Emergency Program.
- Supervise the 2 onsite lifeguards including preparing their work schedules and time sheets.
- Work with the lifeguards and the Camp Olave Management Committee to offer programs for the campers.



Qualifications:

- Have awareness of the purpose and the direction of Camp Olave and the Vision, Mission and Guiding Principles of Girl Guides of Canada.
- Have a knowledge of Safe Guide (GGC risk management manual) with emphasis on waterfront activities.
- Be reliable, show initiative and ability to work efficiently without supervision.
- Be computer skilled enough to send emails and monthly reports.
- Have great interpersonal skills.
- Provide a Police Record Check to the Girl Guides of Canada every 3 years.

Starting salary: \$25/Hourly (Additional \$250/ Month if supervision of Waterfront Staff)

If this sounds like a job tailor-made for you, apply today! Send your cover letter and resume (as one file) to: Camp Olave Recruitment at HR@ girlguides.ca. Reference position title in subject line of email.

This position will remain open until filled. Interviews will be conducted on a rolling basis. Submissions without a cover letter will not be considered. Please note that GGC accepts all genders for job applications. We encourage all candidates to apply, even if they do not meet all the job requirements.

GGC is committed to diversity, equity and inclusion. We value a recruitment and selection process that is inclusive and barrier-free, and we encourage applications from people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities and other equity seeking groups. GGC welcomes girls and women – cisgender and transgender – as well as non-binary people who are comfortable in spaces that focus on and are driven by the experience of girls.

Upon request, Girl Guides of Canada-Guides du Canada will make available accommodations during the recruitment process. Please note we do not require applicants to identify as a person with disability, or to disclose their disability, to request or access accommodation. Accommodation requests should be made in advance to People & Culture at HR@ girlguides.ca.

We thank all candidates for their interest. Only those selected for an interview will be contacted.

Job Types: Full-time, Fixed term contract
Contract length: 3 months

Salary: \$25.00 per hour

Work Location: One location

Expected start date: 2023-05-01

