



RAINBOW RESOURCE CENTRE

Posting Date: February 23, 2024

Job Posting - Camp Coordinator (term)

Rainbow Resource Centre nurtures inclusive spaces for 2SLGBTQ+ communities to thrive.

Job Title: Camp Coordinator

Title of Immediate Supervisor: Director of Services

Position Mandate: The Camp Coordinator plans and implements Rainbow Resource Centre's two summer camps for 2SLGBTQ+ and allied youth: Camp Aurora (ages 14-17) and a new Day Camp (ages 10-13). This includes regular meetings with the Camp planning team to ensure smooth operations and execution of both camps. The Camp Coordinator attends Camp and oversees staff and programming while ensuring campers' safety in a positive and supportive manner.

Position Duties and Responsibilities

- Using the Camp Manual, implement, promote, and run both camps with the support of other Camp Team members. The current Camp planning team consists of the Youth Programming Coordinator, Youth Support Counsellor, Volunteer Coordinator, and Kitchen Coordinator.
- Oversee the Camp registration process, including liaising with families and child welfare agencies with the support of the Youth Support Counsellor for risk assessment
- Collaborate with the Database Manager or to move Camp registration to an online platform and establish a system for processing and tracking registration payments with the Information and Intake Coordinators.
- Prepare a mailing list of CFS agencies across Manitoba and ensure Camp Registration is sent to them once open
- Keep the Centre's social media and website information up-to-date with details about Camp with support of the Communication and Education Manager
- Responsible for working with graphic designer to create logo and order merchandise for Camp.
- Create and maintain database of all Camp supplies including first-aid, programming supplies, food, sleeping bags, water safety gear, technology needed for programming.
- Book transportation to bring campers and camp materials to and from Camp Aurora, and to bring camp materials to the day camp.
- Create a Camp Schedule and book workshop facilitators with the support of the Youth Program Coordinator
- Create, maintain, and update reports, files, consent forms, camper database, evaluation forms, and other information as required. This includes updating the Camp Manual as needed.
- Complete all necessary program evaluations and reporting Other related duties as assigned by and negotiated with management.

P: 204.474.0212 TOLL-FREE: 1.855.437.8523

545 Broadway, Winnipeg, MB R3C 0W3



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General Accountabilities

- In consultation with management, develop and implement a work plan and evaluation plan.
- With supervision from management, participate in management of Camp budget, including budget planning and development, tracking expenditures and honorariums.
- Complete relevant administrative functions and documentations (i.e. time sheets, educational requests, vacation requests, incident reports, and expense accounts).
- Under the direction of the Director of Services and Director of Advocacy, respond to media requests regarding Camp.

Education

- Post-secondary education or a combination of relevant experience in a related field such as education, social sciences, or community development.

Knowledge, Skills, and Experience

- Experience planning summer camp is an asset.
- Experience working with youth in a variety of settings. Experience working with BIPOC 2SLGBTQ+ youth and youth in care populations is an asset.
- Demonstrated understanding of heterosexism, cissexism, racism and other oppressions and how they impact youth, individuals, families, institutions, and communities.
- Excellent group facilitation skills, conflict resolution skills, and interpersonal skills.
- Experience of facilitation in group settings is an asset.
- Excellent written and oral communication skills. Experience in community organizing and outreach is an asset.
- Ability to work with Microsoft computer applications including Word, PowerPoint, Excel, Office 365, and Outlook.
- Familiarity and ability to work with youth-friendly social media and with content creation apps such as Canva.
- An understanding of organizing online virtual meetings through platforms such as Zoom.
- Ability to work remotely if required.
- Demonstrated ability to work independently and as a member of a multi-disciplinary team.
- Valid full class 5 driver's license.
- Ability to work outside and lift 40 lbs comfortably.
- Experience working in a non-profit setting is an asset.

Working Conditions:

Must be willing to work flexible hours to accommodate evening and weekend hours for both Camps.

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This is a unionized position (CUPE 2348). Rainbow Resource Centre offers access to health, dental and employee assistance plan benefits.

Camp Aurora is located outdoors at Camp Brereton in the Whiteshell. Must willing to work in any summer weather condition. Sleeping accommodations while at camp are shared cabins with single sized mattress bunk beds. Most cabins have air-conditioning. Although Camp Brereton has paved many of their walkways, the ground may be uneven.

Important Dates:

- April 11, 2024 – Cabin Leader Interviews from 5:00 PM – 9:00 PM
- July 8 to 12, 2024 – Day Camp (located in Winnipeg)
- August 8, 2024 – Cabin Leader On-Site Training from 5:00 PM – 9:00 PM
- August 25 to 29, 2024 – Camp Aurora (Camp Coordinator will arrive at Camp Brereton the evening of August 23)
- September 12, 2024 – Cabin Leader Debrief from 5:00 PM – 9:00 PM

EFT: 0.8 EFT term position from April 2 to September 6, 2024. An additional 37.5 hours are available for reporting purposes, manual updates, debriefs, and Camp clean-up in Between September 9-27, 2024.

Salary: \$ \$40,415 - \$45, 516 per year (pro-rated)

Rainbow Resource Centre is an equity-seeking employer. We encourage applications from applicants who identify as Indigenous, Black and/or a person of colour, as well as persons with disabilities who identify as part of the 2SLGBTQ+ community.

Rainbow Resource Centre is strongly committed to building a team that reflects the community that we serve. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, or accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.

Application Deadline: March 7, 2024, at 5:00 PM

Please submit cover letter and resume to the attention of:

Liana Lutz (she/her)

Finance and HR Manager

Rainbow Resource Centre

545 Broadway

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lianal@rainbowresourcecentre.org

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