



<b>Position:</b>	Summer Student: Camp Coordinator
<b>Reports to:</b>	Director, Campus Sustainability & Program Development
<b>Position Group:</b>	School Operations
<b>Term:</b>	Summer term: 8 weeks – June-August

## Overview

Strathcona-Tweedsmuir School (STS) is a premier co-educational day school nestled in the Foothills of the Rocky Mountains just outside of the City of Calgary on a 220-acre campus. As an International Baccalaureate (IB) World School, STS offers all three IB Programmes from Kindergarten through to Grade 12.

In addition to the global perspective offered by the IB Diploma Programme, the School offers an extensive co-curricular program in a technology-rich environment. Students take advantage of the amazing natural setting including a small pond, forest, and extensive trail system to complement their academic learning.

STS combines the rich traditions from its 117 years of history with innovative and research-based instructional practices where students pursue lives of purpose, flourishing emotionally, physically, and intellectually.

STS is seeking two summer students for our Camp Coordinator positions.

## Detailed Job Description

STS is currently looking for two **Camp Coordinators**, commencing late June until end of August 2022. This position reports directly to the STS Summer Camp Director and will be responsible for the coordination, administration, and support of Camp and summer school programs on a day-to-day basis.

## Core Areas of Responsibility

- Work closely and communicate effectively with summer camp / school families to respond to inquiries, build relationships, and support operational inquiries.
- Manage and monitor camp and school registration daily.
- Support and assist in the training processes of camp volunteers.
- Participate in assisting our marketing and communications team with camp photos, social media marketing initiatives and the camp Blog.



- Liaise with external strategic partners such as third-party organizations, Coded Minds, Stryker Sports, and Calgary Polo Club to name a few in order to coordinate available services, programs and compliance parameters.
- Work with Bus Transportation provider to develop and manage a safe and efficient camp transportation service throughout the summer.
- Provide general administrative support to the camp / school office.
- Assist with other duties and projects as required.

## Requirements and Qualifications

- Minimum 2 years education or experience related directly to supporting the operation of a summer camp for children.
- Excellent customer service and communication skills and an ability to communicate effectively and professionally both verbally and in written format.
- The ability to provide leadership, counsel, motivation and supervision to volunteer staff.
- The ability to set objectives, delegate and prioritize workflow such that goals are efficiently met and exceeded within a fast-paced environment.
- The ability to maintain confidentiality, professionalism, and independence.
- Computer Skills, including proficiency in Microsoft Office products, would be beneficial.
- As a condition of employment, a current Vulnerable Sector Screening Police Check and First Aid certification will be required.

## Application Instructions

Applications must contain a cover letter, your resume, the names and contact information for three work-related references one of which must be a direct supervisor (your references will not be contacted without your prior consent). Please submit your application via email to [careers@sts.ab.ca](mailto:careers@sts.ab.ca) with the position noted in the subject line. Please do not send documents via OneDrive or other cloud-based services and please do not send letters of reference, evaluations, and/or transcripts unless asked to do so.

Applications will be reviewed as received and interested applicants are strongly encouraged to apply early as the position may be filled as soon as a qualified candidate is selected.

We thank all those who apply, but only those selected to participate in the next phase of our interview process will be contacted.

Strathcona-Tweedsmuir School provides a welcoming environment for all employees and encourages diversity among staff and students as part of our commitment to the Alberta Human Rights Act.