Camp. It's in you for life.

Program Coordinator, Compass Leadership Program

Part-time Contract: opportunity for remote work environment in the GTA outside of scheduled workshops/events (average of 10 hours per week, schedule to be agreed upon)
Reports to: Program Manager
Dates: September, 2018 - June, 2019 (possibility of renewal)

The Organization: Established in 1966, Amici (ah-MEE-key) changes young lives by sending deserving kids to 42 partner camps across Ontario for as many years as the camper wants to return. Guided by a new strategic plan development in pro-bono partnership with global management consulting firm Oliver Wyman and in collaboration with stakeholders, Amici has designed a new program to address the ongoing needs of youth in our program. The Compass Leadership Program launched in mid-October, 2017 and will engage youth and volunteers through monthly workshops and mentorship opportunities. In its pilot year, the program will run through to June 2018. To learn more, please visit: www.amicicharity.org

The Program: The Compass Leadership Program (Compass), is a ten-month program running from September to June that transforms camp skills into life skills for current and former campers supported by Amici Camping Charity.

The program is designed to support Amici campers with leadership potential become active leaders in their communities by ensuring they have access to networks, resources and mentorship required to help them reach their full potential. Through a series of monthly workshops and activities, Compass aims to build on the foundation of skills that are fostered at camp, including confidence, teamwork, leadership and resiliency. The continued development of these capabilities will enable program participants to apply these skills outside of the camp environment in situations like finding a job, applying to school programs or scholarships, networking and managing the transition into young adulthood.

Position Profile: The Program Coordinator, Compass Leadership Program is a new entry level role on the Amici team. This position is responsible for the implementation and execution of the Compass Leadership Program from September 2018 to June 2019. The successful candidate will be comfortable working remotely, with some in-office meetings with program stakeholders, and will attend all workshops, orientation and other Compass related events.

You are the ideal candidate if:

- You are ready to be part of a dynamic team and can both adapt and contribute to an organization in growth mode.
- You have a track record of strong organizational, customer service and problem solving skills.
- You are able to communicate effectively and tactfully with a variety of individuals in person, by email and over the phone.

- You have the ability to think strategically and execute on a plan.
- You are able to work independently while maintaining communication with a small team.
- You have a relevant combination of education and demonstrated work experience.
- You are curious; committed to lifelong learning and professional development.
- You believe in the power of overnight camp experiences and understand this unique atmosphere for learning and growth.

Responsibilities:

- Program Design/Implementation
    - Track expenses and secure speakers and activities for monthly workshops
    - Organize social events and program celebration
    - Update database and files of all volunteers, participants and suppliers, giving sensitivity to confidential information where necessary
    - Be in touch with venues prior to workshops to make necessary arrangements
    - Organize food and beverage tor each workshop
    - Manage all event logistics.

- Communication
    - Create and distribute monthly newsletters before each workshop
    - Follow-up after workshops with volunteers (Leadership Advisors), participants (Youth Leaders) and Amici staff
    - Outreach to encourage participation in workshops and mentorship relationships through email and phone calls.

- Volunteers
    - Communicate program policies to Youth Leaders and Leadership Advisors (in coordination with the Amici staff team)
    - Aid in the matching of 1:1 mentorship relationships with Amici staff and support Leadership Advisors and Youth Leaders through this process.

- Ongoing support to volunteers and participants in the program
    - Be available for support as concerns arise from Youth Leaders or Leadership Advisors
    - Coordinate support with the Amici team
    - Be the first line of contact for Leadership Advisors and Youth Leaders, and their families
    - Check in with Leadership Advisors on a regular and consistent basis.

- Evaluation
    - Work with Amici staff team to develop and implement surveys and other evaluation methods.

- Social Media
    - Promote the program through regular posts on Facebook, Twitter, and Instagram.

To Apply: Please send your resume and a cover letter (in PDF format), subject line: Program Coordinator, Compass Leadership Program, to hr@amicicharity.org.

All applications must be received by 5 pm on Friday, September 7, 2018. Early submission is encouraged, as applications will be reviewed on a rolling basis.

No phone calls, please. We thank all applicants for applying however, only those selected for an interview will be contacted. Amici Camping Charity is committed to employment equity and all qualified candidates are encouraged to apply. All responses will be handled with strict confidence.