



LUTHERAN CAMP ASSOCIATION

Lake Isle Lutheran Camp

Camp Koinonia

R.R. #1

Evansburg, AB T0E 0T0

EMPLOYMENT OPPORTUNITY Program Coordinator

Camp Koinonia is a small, family-oriented Christian camp on Lake Isle, located approximately one hour west of Edmonton. We are looking for a self-motivated, personable and energetic individual to fill this summer position. The Program Coordinator will assist the Lutheran Camp Association in delivering children and youth programming and in planning COVID-19–friendly community events, as well as developing a communications strategy to promote participation in camp events and volunteer opportunities.

Duties

The Program Coordinator will help the Association to offer children, family and youth programming and assist in planning COVID-19–friendly community events. Duties include:

- Volunteer coordinating
- Planning and coordinating COVID-19–friendly children, family and youth programming
- Assisting with the planning and delivery of Family Camp Week, including:
 - Planning games and activities
 - Preparing program materials
 - Decorating and set-up
 - Coordinating with volunteers
- Organizing community events
- Non-profit administration support

Qualifications & Skills

Relevant postsecondary and employment experience is an asset.

The successful candidate:

- must be able to work independently with little supervision and maintain a high quality of work;
- must be organized and able to provide community-oriented customer service to members, guests, neighbours, contractors, and local citizens;
- must have basic communication and computer literacy skills; and
- must have people skills, including working with children and young people.

A suitable criminal record check with Vulnerable Sector Check must be provided. Work will happen in Microsoft Office and Google Suite environments. Some of the position can be completed remotely but program delivery on weekends and during Family Camp Week will be on site at the camp. Weekend work is required; days off will normally be mid-week. Must have your own transportation to the job site.

Compensation: \$ 18.00 / hr

Term: May 2, 2022 start date, 16–18 weeks in duration

LCA has applied for funding through a Canada Summer Jobs Grant, and applicants do not need to be students, but they do need to be:

- between 15 and 30 years of age (inclusive) at the start of employment;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Please submit your cover letter and resumé to the Lutheran Camp Association Board of Directors at info@lakeislelutherancamp.com. The positions will remain open until filled, but we will begin to arrange interviews after April 15 for an anticipated May start date. Thank you to all applicants for their interest; only applicants who are invited for an interview will be contacted.