



British Columbia Camping Association

Accreditation Coordinator

Position Type: Full Time Seasonal

Job Region: Province wide BC

Application Deadline: May 30 2009

Location(s): Lower Mainland Base - Travel province wide

Years Experience: 2-3 years in Camp Leadership Role

Job Summary:

The Accreditation Coordinator provides coordination, research and organization of the BC Camping Association's Accreditation and Standards mandate, which includes oversight and implementation of province-wide site visits, knowledge packages for member camps and liaising with diverse stakeholder and interest groups. Member camps are self-contained, autonomous entities that depend on the BC Camping Association for a regular cycle of Accreditation Visits to review and ensure that standards are being met. This process is collaborative in nature and requires interaction with a wide range of camping professionals and front line staff. The job is divided into three main phases: May-June will be used to consolidate knowledge, prepare visits, develop materials and establish evaluative rubrics. July and August will be spent travelling around the province conducting site visits with other camping professionals. Late August will involve final analysis and reporting to the Board. As this is a newly created position, it will require a fair amount of independent work and initiative to more firmly establish the role.

This position works directly under the supervision of the Board of Directors and particularly the Accreditation Chair and reports to this body regularly. This position represents the organization province-wide in collaboration with members regarding best

practices, as well as multi tasks and prioritizes functions on a regular basis. There is a great deal of flexibility required within the position to go from review and oversight to planning and implementation of the visits.

Responsibilities:

- Facilitate inquires around Accreditation Standards
- Oversee efficient process for annual site visits
- Offer training for member camps to familiarize themselves with the Standards and the process of accreditation
- Develop training modules for member camps
- Develop template best practices policy from Standards for camps
- Manage all aspects of visits, expenses and reporting to board
- Attend as many visits as possible during the summer within set parameters

Qualifications:

- Student returning to school in September 2009 enrolled in relevant University or College program
- Management/Supervision experience (minimum 2 years) in a Residential Camp environment
- Coordination and overall program planning and expense control experience.
- Excellent communication skills, verbal and written.
- Ability to deal with diverse stakeholder needs as they arise.
- Ability to travel
- Familiarity of National and Provincial codes and guidelines as they related to Outdoor Recreation and Remote Residential settings
- Familiarity with support and supervision models for staff.
- Familiarity with MCFD reporting guidelines and protection concerns.
- Ability to work well within a low supervision environment that requires self-direction
- Sensitivity towards diversity and difference required
- Computer competency (WORD, Excel, Outlook)
- Current Driver's License and access to a reliable vehicle
- Knowledge of Worksafe BC Occupational Health & Safety regulations is an asset.
- Successful completion of Criminal Record Search.
- Additional Information:

- All applicants must meet the criteria set out in HRSDC's Summer Canada Jobs program -

Compensation Type: Hourly, with potential for Room and Board and reimbursement for travel.

Amount: \$12-15/hr depending on experience

Job Contact Information

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Accreditation Chair

BC Camping Association

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For more information visit: www.bccamping.org