**Job Description – Summer Camp and Special Events Coordinator**

**Job Purpose**

The Summer Camp and Special Events Coordinator works with Kawartha-Haliburton Children’s Foundation and Kawartha-Haliburton Children’s Aid Society (KHCAS) staff to process summer camp applications and provides support to the Foundation’s Executive Director on special events.

**Primary Duties and Responsibilities**

The Summer Camp and Special Events Coordinator will perform a wide range of duties including some or all of the following:

*Summer Camp Coordination*

The Coordinator processes applications for approximate 210 – 240 children. The coordinator must adhere to strict confidentiality requirements from the KHCAS but will not be dealing directly with at-risk children.

* Works directly with both KHCAS and Foundation staff, the Coordinator is the liaison between KHCAS social workers and the various camps at-risk children will be registered to attend
* Processes all applications from each child’s social worker, ensuring the completeness of the forms, and forwards the applications to the applicable camps
* Maintains an accurate record of the cost of all registrations to ensure the cost of summer camp stays within the Foundation’s budget as well as ensures that invoices are accurate before forwarding them to the Foundation’s Office Manager for payment.
* Answers general phone inquiries using a professional and courteous manner
* Replies to general information requests with the accurate information
* Greets CAS Workers/Board Members/Donors to the organization in a professional and friendly manner

*Event Coordination/Fundraising Support*

* Assists the Executive Director in special event management including tracking live and silent auction donations, tracking sponsorship donations, creating silent auction displays and bid sheets, and assisting Foundation staff at all special fundraising events
* Supports the preparation and assist in all fundraising campaigns, including individual donor campaigns, grant writing, and all Foundation events
* Working with the Executive Director, creates and maintains all forms of social media including Facebook and Twitter posts and event calendaring
* Uses computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
* Ensures the Kawartha-Haliburton Children’s Foundation website is monitored and updated on a regular basis
* Prepares thank you letters for signature
* Code and file material according to the established procedures

**Qualifications**

**\*Applicants must have been full-time secondary or post-secondary students in the 2017-2018 academic year, under 30 years of age, and be returning to a post-secondary school full-time in September 2018, as per the requirements of the Government of Canada’s Canada Summer Jobs Program.**

*Knowledge, skills and abilities*

- Advanced literacy and ability to write using clear language

- Knowledge of computer design and layout, and word processing software

- Strong computer filing and management skills

- Excellent communication and interpersonal skills, ability to use diplomacy and tact

- Good organizational, multi-tasking and time management skills

- Ability to take direction, work well within a team and manage independent assignments

- Familiarity with using social media (Facebook and Twitter)

*Personal characteristics*

The Summer Camp and Special Events Coordinator should demonstrate competence in some or all of the following:

* Behave Ethically: Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and align with the values of the organization.
* Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
* Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
* Focus on Needs: Anticipate, understand, and respond to the needs of internal and external partners to meet or exceed their expectations within the organizational parameters.
* Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
* Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
* Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
* Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
* Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Experience**

* One year’s experience in an office setting

**Working Conditions**

* The Summer Camp and Special Events Coordinator will work in an office environment
* The Summer Camp and Special Events Coordinator will work 35 hours per week, Monday to Friday.
* The Summer Camp and Special Events Coordinator may be required to work outside normal office hours if required for special event support
* Valid Police Check is required