

Safe for Life.

YouthLink Calgary Police Interpretive Centre
5111 47 St NE, Calgary, AB T3J 3R2 | (403) 428-4530



Join the YouthLink Team!

Posting Title: **Camp and Program Coordinator**
Unit/Section: **YouthLink Calgary Police Interpretive Centre**
Location: **CPS Westwinds Campus, 5111 – 47th St NE**
Position(s): **12 month Contract**
Hours of Work: **35-hour work week. Monday to Friday**
Evening and weekend work may be required.
Current Salary: **\$55,000 to \$65, 000/year (based on experience)**

Organizational Profile

YouthLink Calgary Police Interpretive Centre is a non-profit organization and a registered police museum where crime prevention, community policing, education and history are at the heart of everything we do. YouthLink operates in partnership with the Calgary Police Service to deliver relevant and meaningful content to Calgary youth and adults. Our museum and programs engage visitors and focus on crime prevention, forensic science, and the Calgary Police Service's history and current role in our community.

Position Profile

The Camp and Program Coordinator will be responsible for developing, implementing, and delivering innovative visitor engagement programs that enhance the enjoyment and accessibility of museum experiences visitors. This role includes designing interactive activities and workshops, ensuring inclusivity for visitors of all backgrounds and abilities, and continuously monitoring industry trends to adapt programs accordingly. The coordinator will manage and oversee up to twelve PD school day camps throughout the academic year, as well as summer camps, leading a team of camp leaders to ensure smooth operations and high-quality delivery.

Responsibilities of a YouthLink Camp and Program Coordinator

- Develop, implement and deliver visitor experience programs aimed at enhancing the overall engagement and enjoyment of visitors. This includes designing interactive activities, workshops, and other engaging public programs.
- Conducting up to twelve PD school day camps throughout the academic school year, along with planning and coordinating summer camps during the months of July and August.
 - This includes the creation of comprehensive summer camp programs and materials and orchestrating the delivery of summer camps via leading a team of summer camp leaders to carry out the programs.
 - Maintain a strong floor presence to ensure camps run smoothly and include regular check-ins with team members, providing training and coaching, observing program delivery and giving insightful feedback, organizing team building activities and delivering

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- evaluations.
- Modeling positive camper engagement by participating in camp activities on a regular basis.
- Work in collaboration with reporting manager to hire summer camp staff and training for summer camp employees.
- Responsible for managing camp budgets and making the necessary material purchases for the camps.
- Coordinates guest speakers and field trips for camp programs.
- Ensure that visitor experience programs are accessible and inclusive to visitors of various backgrounds, abilities, and ages. This may involve implementing accommodations for individuals with disabilities, providing multilingual materials, and creating inclusive programming.
- Continuously monitor industry trends, best practices, and visitor preferences to identify opportunities for innovation and improvement in visitor experience programs. Implement changes and updates as needed to maintain relevance and excellence.
- Coordinate with the School Program Coordinator to teach, deliver and train the facilitator team surrounding PD and school break camp programming.
- Ensure high quality of camps delivery through observation and mentorship of summer camp leaders and program facilitators.
- Teach and train relevant staff on the new activities developed.
- Ensure high quality of public activity delivery through the creation and implementation of themed activities.
- Assist the team to collect feedback from visitors through surveys interviews and observations to evaluate the effectiveness of existing programs and identify areas for improvement.
- Collaborate with other departments and CPS partners to coordinate special public activities or revenue generating programs, to attract a diverse set of audiences.
- Cadet programming:
 - Liaise with cadet program to include cadets in appropriate camps.
 - Research, develop, deliver programs for cadets in YouthLink.
- Act as a point of contact for visitors, providing information, assistance, and guidance to ensure a positive experience at the museum.

Qualifications

- University degree in Education or Museum studies is preferred, or an equivalent on the job experience.
- A minimum of 3 years of work experience in public-facing communication ie. leading tours, workshops, and/or other formal/informal educational delivery.
- Previous experience working in summer camps/ children's camp setting would be considered an asset.
- Strong interpersonal skills: effective communication (verbal and written); non-judgmental listening skills; ability to deal with people from diverse backgrounds and identities; must be able to work as part of a team and demonstrate an engaging personality.

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- Time management: Must be able to effectively manage time such that they are able to ensure camp activities are planned, while also ensure visitor experience engagement remains high.
- Problem-solving skills: Must be able to adapt and critically solve problems as they arise, whether with colleagues or visitors.
- Establish and maintain effective working relationships with co-workers, volunteers, school groups etc.
- Public speaking and presenting experience.
- Demonstrated ability to deliver appropriate, accessible, and engaging educational experiences centered on the audiences' learning needs.
- Passionate about youth education and enjoy working with children on a daily basis.

Additional Information:

- A CPS enhanced security clearance will be conducted for this position.
- This is a full time salary position working around 35 hours a week, from Monday to Fridays. The person in this position may be asked to work weekends and evenings on occasion and may be asked to attend external presentations and events.

Application Process:

Please note that resumes without a cover letter will not be considered.

Thank you to all who apply, but only those selected for an interview will be contacted.

YouthLink Calgary encourages applicants from diverse communities and across the Government of Canada's job equity groups.

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