

Leadership Camp Coordinator

Job Description

(3 year term)

Purpose

The role of the Leadership Camp Coordinator is to ensure a quality camp experience for students, staff, and the host site and cohesion among the camp programs....

Duties

- Oversee the Leadership Camp committee.
- Oversee the planning of the Summer Leadership Camp program.
- Liaise with Camp Directors and review curriculum, daily schedule, staffing, and site needs yearly.
- Liaise with Camp Directors to update learning targets at least every once every three years.
- Liaise with Camp Directors to ensure the PASC Social Media policy is being followed.
- Liaise with the host site, communicate site needs, and determine costs ahead of contract completion
- Coordinate with the PASC Registrar to ensure that all staff members have up to date clearances.
- Coordinate with the PASC Registrar and Marketing & Public Relations Coordinator on information to be collected during camp registration.
- Visit and observe leadership camp programs and staff.
- Work with camp staff to determine camp award winners (Dale Hawley and Linda Greb)
- Coordinate with the Marketing & Public Relations Coordinator to share and promote information regarding Leadership Camp.
- Maintain and update all relevant information and applications on [pasc.net](https://www.pasc.net)

Other Expectations

- Attend all Executive Board meetings during the year (1 virtual, 1 in person)
 - Hold, at least, two virtual committee meetings per year.
 - Prepare an agenda for each committee meeting.
 - Coordinate with the student committee chair on agenda and report for the Executive Board meetings.
 - Respond to emails and other correspondence in a timely manner
 - Maintain and update all relevant dates on the PASC master calendar.
- More detailed information available upon request

How to Apply

Complete an application, available at <https://www.pasc.net/exec-board-positions>
Please send any questions to executivedirector@pasc.net

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