**KIN CAMP COORDINATOR**

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| Job Description |
| * Organize and manage all aspects of UBC Kin Camp 2024 * Develop and implement a strategic vision for the weekend * Provide strong leadership to Kin Camp Leaders and Kin Campers * Facilitate mandatory Kin Camp Leader training(s) * Coordinate the recruitment and selection of Kin Camp Leaders * Oversee all programming, logistics, and budget details * Liaise with KUS President (Tanvi Pandhi) |

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| Qualifications |
| * Experience in event planning/project management * Strong interpersonal and organizational skills * Ability to motivate and inspire others and lead by example * Excellent communication skills: professional emailing/phoning, public speaking, word documents * Demonstrates flexibility and problem-solving skills * Willingness to learn and teach others * Previous experience with UBC Kin Camp |

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| Application & Position Details |
| * Positions Available: 3 * Position Length: ~80 hours between May 2024 – September 2024 * Event Duration: September 6-8th, 2024 + Kin Camp Leader Retreat (TBD) * Application Deadline: Thursday, April 25th, 2024 at 11:59PM. * Interview Time Period: approx. April 27th- 28th   + (if necessary, alternate dates can be arranged) * Contact: [kus.pres@gmail.com](mailto:kus.pres@gmail.com) or in person/online (Tanvi Pandhi) * Note: This is a volunteer position. Previous experience at Kin Camp is an asset. |

If you are **not selected,** would you be interested in a position as a **KIN Camp Leader?**

* **Yes**
* **No**

*Note*: You must still submit a KIN Camp Leader Application (blank is okay & indicate you applied for coordinator) if you are interested in becoming a leader given you are not selected as a coordinator.

**Please submit the application to** [**kus.pres@gmail.com**](mailto:kus.pres@gmail.com) **as a word doc or pdf. Use the subject line: “KIN Camp Coordinator 2024 – Last Name First Name.”**  
Ex. I would title my email subject: “KIN Camp Coordinator 2024 - Tanvi Pandhi” and my document would be: “KIN Camp Coordinator 2024 - Tanvi Pandhi.pdf or.docx."

We will notify you to confirm an interview time if your application is successful. Thank you for your interest and we look forward to reviewing your application!

**Name(s):**

**Student Number(s):**

**Email (please provide 1 for the whole group):**

**Phone Number(s):**

**Year in Kinesiology (as of 2024/2025):**

1. **What makes a good leader?** (100 words max.)
2. **One of the most important keys to success as KIN Camp Coordinators will be your ability to work well as a team. Describe your team chemistry, and how it will ensure your success as Coordinators.** (200 words max.)
3. **A large part of the coordinator role is to ensure tasks are delegated to leaders and completed in a timely manner. How would you ensure this is done?** (150 words max.)
4. **What do you foresee as a challenge to your success as KIN Camp Coordinators?** (100 words max.)
5. **What are your top three main priorities as a KIN Camp Coordinators?** (200 words total, point form is okay.)
6. **Please create a rough timeline outlining all the tasks you will need to accomplish as coordinators. Please use the table below, and feel free to modify the formatting as you see fit. Include as much detail as needed to convey your plan as coordinators.**

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| **Task** | **Start date** | **End date** | **Notes** |
| Leader applications released/closed | May 6th | May 18st |  |
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| KIN CAMP: | Sept 6th | Sept 8th |  |

1. **What is your availability for the summer? Please include details of other commitments, as well as your whereabouts (ex. will you be in Vancouver). Please fill out this question individually.**