

# SBA Band Camp Coordinator Position Description

All Coordinators are hired by the SBA CEO and are expected to support the mandate of the SBA, ensure compliance with Band Camp policies, procedures and timelines and oversee delivery of a high-quality band experience for participants.

The Saskatchewan Band Association, on a yearly basis, will contract coordinators. Coordinators are hired to administer all aspects of the camp. Coordinators must be available at all times during their specific camp and should supervise all staff at regular intervals. In order to do this most effectively, full-time Coordinators ideally should not teach at the camp.

Coordinators must be current SBA members in good standing, holding either an Associate or Professional level membership.

## SPECIFIC RESPONSIBILITIES

Individual Coordinators at each Summer Band Camp are responsible for:

- i. Ensuring professional representation of the SBA at all times
- ii. Ensure clear promotion of the camp as an SBA Camp/program at all times and promotion of charitable purpose of SBA where possible within presentations to parents/audiences.
- iii. Ensure recognition of sponsors and funders such as SaskCulture & Lotteries, including on any local promotions and in concert programs
- iv. Implementing and adhering to all policies and guidelines provided by the CEO, SBA Program Coordinator or in the Band Camp Policy document
- v. Ensuring all camp staff, counselors and volunteers are aware of policies specifically relevant to them
- vi. Developing a comprehensive camp schedule (including both instruction and recreation) in a manner consistent with other SBA Band Camps and keeping with the general model/guidelines outlined by the SBA
- vii. Identifying potential camp staff, using the SBA Clinician Bureau listing as the primary source. Prepare, for CEO review and approval, a final listing of all staff being considered.
- viii. In consultation with the CEO or Program Coordinator, develop and follow a camp budget as per guidelines established by SBA
- ix. Booking facilities and equipment
- x. Booking staff travel and accommodations (if required)
- xi. Arranging for camp participant dorming (for overnight camps only)
- xii. Preparing final concert and program
- xiii. Financial management and accountability for all camp expenses
- xiv. Assisting with Camp promotion, specifically at the local level
- xv. Providing adequate supervision for all camp activities
- xvi. Ensuring completion of participant and staff program evaluations
- xvii. Submitting final report / financial package according to SBA established guidelines
- xviii. Submission of any local funding applications once approved by the CEO

## REPORTING AND COMMUNICATION

- i. Coordinators are expected to be in regular contact with the SBA leading up to the week of Camp, accessible during Camp and to provide all concluding documents and communication within a reasonable timeframe following Camp.
- ii. Recognizing that Band Camps are SBA programs, Coordinators ensure that all communications and promotions use SBA communication platforms, are reviewed by the SBA and reflect correct corporate identity at all times.
- iii. Coordinators provide the SBA Office with information/communication to be sent to Camp participants. Communication with parents and participants is managed by the SBA.
- iv. Coordinators provide information on program progress to support SBA communication and social media efforts.
- v. Coordinators are responsible for ensuring incident/accident reports are completed if and when necessary and for submitting completed reports to SBA at the end of camp.
- vi. Coordinators are responsible for communicating the relevant information contained in the Band Camp Policy manual to all camp staff and volunteers as well as participating families as needed.
- vii. Coordinators are responsible for communicating any significant changes that may arise in preparation or delivery of the camp to the CEO. Requests for significant changes to staffing levels, facilities, programming, instructional schedules, etc. must be submitted to and approved by the CEO prior to changes being made.

## COORDINATOR FEES

- i. The Camp Coordinator will receive a base fee for organizing the camp
- ii. The Coordinator will also receive an additional fee of **\$5** per student attending the camp

Questions and Expressions of Interest for a Coordinator Position can be sent to:

Suzanne Gorman  
CEO  
Saskatchewan Band Association  
[ceo@saskband.org](mailto:ceo@saskband.org)