



Tuesday June 13, 2017

## DISTRICT OF STEWART CALL FOR PROPOSALS

### Summer Camp Coordinator

**The District of Stewart is currently accepting proposals from interested parties to provide services of Summer Camp Coordinators**

**This will be a term contract requiring a minimum of 2 camp leaders.**

(The primary camp leader will be expected to provide a qualified assistant camp leader.)

**District facilities will be provided at no cost for the purposes of the camp and volunteers (parents and older teens) may be available to assist.**

#### **Requirements:**

**Dates:** July 31<sup>st</sup> to August 18<sup>th</sup> (three – one week long camps)

**Times:** Monday to Friday 8:30am to 4:30pm

**Ages:** 6 to 16 (to be divided into two or more groups depending on number of participants and ages)

#### **The Proposal should include:**

- Verification that both leaders have criminal record checks with vulnerable sector check;
- Emergency plans and first aid training;
- Prior experience and qualifications, leader to camper ratio, knowledge of best practices and applicable municipal and provincial regulations;
- Summary of planned camp activities for each of the three weeks including alternate plans in the event of inclement weather;
- Budget for total costs including leader remuneration and supplies;

#### **Proposals will be evaluated based on the following criteria:**

Quality of proposal (level of detail)  
Camp activities planned

Experience and qualifications  
Price

Proposal should be a lump sum proposal and be inclusive of all costs for the three week period.

**Proposals will be accepted at the District office located at 705 Brightwell Street, Stewart BC or by mail to PO Box 460, Stewart BC V0T 1W0 or email to [finance@districtofstewart.com](mailto:finance@districtofstewart.com) until 4:30pm PST, Friday, June 30, 2017**

If you have any questions please contact: [finance@districtofstewart.com](mailto:finance@districtofstewart.com) Or call 250-636-2251

*The District of Stewart reserves the right to reject any or all Tenders and the lowest Tender will not necessarily be accepted*