

## **Coordinator, LIT/Volunteer - Camps**

**EMPLOYEE GROUP:** Part -Time

**DEPARTMENT:** Community Services

**DIVISION:** Recreation



Click the pic to  
see what it is  
great to be work  
at Camps this  
summer

### **What you get to do:**

Under the direction of the Supervisor, Community Programs, the successful candidate will assist in the operation and delivery of a comprehensive Leader in Training and Volunteer experience as developed by Recreation Division – to meet the needs of all participants and to ensure adequate safety while facilitating leisure activities.

- Support the objectives and philosophies of the various camp programs through quality instruction and excellent customer and staff relations.
- Instruct, supervise, coordinate, evaluate and administer a comprehensive camp program to meet the needs to staff and participants.
- Assist with pre-selection interviews, hiring and placement of staff.
- Assist with the development and facilitation of staff training week and weekly staff meetings.
- Initiate and assist on-site staff with the planning and evaluation of a dynamic Leader in Training program and volunteer experience.
- Effectively provide customer service excellence and act as a knowledgeable resource to parents, participants, volunteers and staff.
- Communicate regularly with Supervisor, Community Programs, through detailed time sheets outlining whereabouts and destinations.
- Record all volunteer hours for the Recreation Department into the volunteer data collection program.
- Prepare and submit final reports of recommendations at the conclusion of programs.
- Incorporate and model the HIGH FIVE® Principles of Healthy Child Development in program delivery where appropriate.
- Complete Quest 2 assessments on designated program areas.
- Perform other related duties as assigned.

### **Job Specifications:**

- Secondary School Graduation Diploma.
- Valid Driver's License and access to a vehicle.
- The candidate will hold a current Emergency First Aid / CPR B (Lifesaving Society, Canadian Red Cross Society, St. John's Ambulance or the Canadian Ski Patrol).
- A college Diploma in Early Childhood Education and experience in a recreational camp setting is a definite asset.
- HIGH FIVE® Principles of Healthy Child Development and HIGH FIVE® Quest 2 certification.
- Employment offer is conditional upon receipt of a Criminal Records Search - Vulnerable Sector Screening that is acceptable to the City of Mississauga.

### **Here is what we pay:**

Duties and responsibilities of the Coordinator – LIT/Volunteer, Camps will be paid: \$19.62 - \$20.70 per hour. During mandatory training and staff meetings staff will be paid \$14.00 per hour.