

## **Coordinator, Camps**

**EMPLOYEE GROUP:** Part -Time

**DEPARTMENT:** Community Services

**DIVISION:** Recreation



[Click the pic to see why it's great to be involved with camps at the City!](#)

### **Here is what you get to do:**

Under the direction of the Program Supervisor or Designate, the successful candidate will be responsible for overseeing the daily operations and delivery a comprehensive camp program as developed by the Recreation Department to meet the needs of staff and participants and to ensure adequate safety while facilitating leisure activities.

- Assist in the development, implementation and supervision of a diversified camp program in cooperation with the Program Supervisor.
- Assist with preparation of program outlines, daily activities and special events, program supplies and additional programming requirements for camp staff.
- Visit programs daily; provide direction and ongoing coaching to enhance front line staff program knowledge, teaching techniques and program planning skills. Actively supervise front line staff, ensuring safety standards and establish procedures are being followed.
- Effectively and in a timely manner communicate with Summer/Program Supervisor/ Designate/Board of Education staff with regards to all aspects related to facilities, staffing, participants, equipment, supplies or anything that would impact the quality and safe delivery of day to day operations.
- Assist the Camp Training Committee in the development and facilitation of training week for camp staff.
- Assist the Summer Supervisor with end of season administrative responsibilities as needed (program summary and recommendation, inventories.) Provide assistance with preparation and administering of staff evaluation as required.
- Inform the Summer Supervisor on a daily basis of customer feedback, staff performance, and facility and program items. Immediately and effectively respond to program and staff concerns. Act as a knowledgeable resource to parents, participants, volunteers and leaders.
- Prepare staff schedule, ensure appropriate staff coverage during arrival and departure of campers. Maintain and oversee accurate administrative, attendance, and medical records for all camps.
- 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 all other related duties as assigned.

**What you need to bring to the table:**

- A Secondary School Graduation Diploma.
- A valid, violation free Class G Driver's License with 3 years driving experience.
- A valid Emergency First Aid/CPR B certificate (Lifesaving Society, Canadian Red Cross Society, St. John's Ambulance or the Canadian Ski Patrol).
- At least two (2) years' experience supervising part-time staff in a recreational camp setting.
- Prefer background in Recreation and Leisure, Early Childhood Education, Youth Worker or equivalent.
- Employment offer is conditional upon receipt of a Criminal Records Search - Vulnerable Sector Screening that is acceptable to the City of Mississauga.
- A valid HIGH FIVE, Principles of Healthy Child Development and High Five QUEST 2 certification.

**Here is what we pay:**

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