

Camp Coordinator, Play in the Park

EMPLOYEE GROUP: Part -Time

DEPARTMENT: Community Services

DIVISION: Recreation

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 Playground program as developed by the Recreation Department to meet the needs of staff and participants and to ensure adequate safety while facilitating physical and leisure activities.

- Provide an inclusive camp experience which includes working with participants with different needs (i.e. children with disabilities, children with behaviours challenges, newcomers, and language barriers).
- To develop, implement, supervise and support objectives and philosophies of the Let's Play in the Park program through quality instruction and staff and customer relations.
- Create resources for program staff in advance of the program starting including program outlines, daily activities, special events/visitors, program supplies, etc.
- Assist with pre-season promotion, set up, ordering, communication, placements, etc. and post program wrap up including final report and recommendations.
- Visit playground program locations daily providing direction and coaching and developing program staff and volunteers.
- Assist with the development and delivery of staff training.
- Instruct, supervise, coordinate, and evaluate staff to foster a comprehensive playground program
- Prepare and administer mid program and final program staff evaluations
- To ensure quality instruction to participants and ensure planning and preparation for all activities related to the playground program are carried out successfully.
- To ensure supervision of participants at all times and provide a safe and enjoyable experience for all participants by adhering to department safety standards and assisting with emergency procedures as required.
- To provide quality customer service and act as a knowledgeable resource to parents, participants, volunteers, and staff.
- To effectively and in a timely manner, inform the Program Supervisor/Designate with regards to all aspects related to parks or location, staffing, participant behaviour, equipment, supplies, or anything that would impact the quality and safe delivery of day to day operations of the program.
- Incorporate and model the HIGH FIVE Principles of Healthy Child Development in program delivery where appropriate.

What you need:

- Willing to support various outdoor park locations across the City of Mississauga; transportation is required.
- A Secondary School Diploma
- Experience working with children/youth in a recreation setting.
- Experience supervising staff is an asset.
- Must possess a valid Emergency First Aid & CPR B certificate (Lifesaving Society, Canadian Red Cross, St. John's Ambulance or the Canadian Ski Patrol) by July 4, 2022.
- Must possess a HIGH FIVE Principles of Healthy Child Development and Quest 2 certifications by July 4, 2022.
- A Level 3 - Vulnerable Sector Check will be required of the successful candidate, as a condition of employment, at their own expense, to verify the absence of a criminal record for which a pardon has not been granted.

Here is what we pay:

The duties and responsibilities of the Camp Coordinator, Play in the Park are reflected in the hourly rate of \$18.97 - \$23.18. Staff will be paid on an hourly basis for attending required training or meetings at a Training/Meeting rate of minimum wage.