

Speciality Camp Assistant

EMPLOYEE GROUP: Part -Time

DEPARTMENT: Community Services

DIVISION: Recreation

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.

- Provide an inclusive camp experience which includes working with participants with different needs (i.e. children with disabilities, children with behavior challenges, newcomers, and language barriers).
- Assist with planning and implementing a comprehensive, inclusive camp program to meet the needs of all participants.
- Provide instruction to camps and ensure planning and preparation for all activities related to the camp program are carried out successfully.
- Ensure supervisor of campers at all times and provide a safe and enjoyable experience for all participants while providing quality customer service and act as a knowledgeable resource to parents, participants, volunteers and leaders.
- Effectively and in a timely manner communicate with Program Supervisor/ Designate/Board of Education staff with regards to all aspects related to facilities, staffing, participant behaviour, equipment, supplies or anything that would impact the quality and safe delivery of day to day operations.
- Conduct safety checks of program equipment and allocated facilities daily.
- Complete all administrative tasks accurately and on time.
- Perform other related duties as assigned.

Here is what you need:

- Hold or be working towards a Secondary School Graduation Diploma.
- Previous experience participating and/or assistant coaching in the related sport. Previous experience coaching or supervising children in the related sport is an asset.
- NCCP Level 1 Coaching Certification in a specific sport an asset.
- The successful candidate must possess a valid Emergency First Aid and CPR B or Standard First Aid and CPR C (Lifesaving Society, Canadian Red Cross Society, St. John's Ambulance or the Canadian Ski Patrol) certification (must be recognized by WSIB).
- 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 Speciality Camp Assistant are reflected in the hourly rate of \$16.33-\$19.48. Staff will be paid on an hourly basis for attending required training or meetings at a Training/Meeting rate of minimum wage.