

Camp Coordinator

EMPLOYEE GROUP: Part -Time

DEPARTMENT: Community Services

DIVISION: Recreation & Culture

Job Summary:

Under the direction of the Program Supervisor or Designate, the successful candidate will be responsible for Coordinating 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.

Duties and Responsibilities:

- 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 in the development, implementation and mentoring 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 mentoring and coaching to enhance front line staff program knowledge, teaching techniques and program planning skills. Actively support front line staff, ensuring safety standards and establish procedures are being followed.
- Effectively and in a timely manner communicate with Program Supervisor or Designate 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 Training Committee in facilitation of training week for camp counsellors
- Assist the Program 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 Program 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.

Skills and Qualifications:

- 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).
- Experience in a recreational setting is defined as an asset.
- HIGH FIVE® Principles of Healthy Child Development
- HIGH FIVE® Quest 2 certification.
- 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 is reflected in the hourly rate of \$21.51 - \$26.24. Staff will be paid on an hourly basis for attending required trainings or meetings at a Training/ Meeting rate of minimum wage.