

## **Camp Coordinator, LIT/Volunteer**

**EMPLOYEE GROUP:** Part -Time

**DEPARTMENT:** Community Services

**DIVISION:** Recreation

### **Here is 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.

- 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).
- 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.

### **Here is what you need:**

- Secondary School Graduation Diploma.
- Valid Driver's License and access to a vehicle is 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 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.
- 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, LIT/Volunteer are reflected in the hourly rate of \$20.37 – \$24.85. Staff will be paid on an hourly basis for attending required trainings or meetings at a Training/ Meeting rate of minimum wage.