



The Corporation of the Town of Lakeshore

Job Description

Position: Summer Day Camp Coordinator - Junior Campers

Salary: \$18.15/hr (2018 rate)

Work Term: June 3, 2019 to September 1, 2019

Reports to: Supervisor- Recreation Programming

Purpose of Position:

Reporting to the Supervisor- Recreation Programming, the Team Leader- Day Camps position is responsible for the direct planning and implementation of the Summer Adventure Camp and Specialty Camps curriculum for children 4 to 6 years of age (Junior Division).

Qualifications:

- University or College student (preferably in youth studies)
- Previous experience in a program leadership or instructor role is required.
- Experience planning and implementation of children's programs required.
- Must enjoy working with children and understand their developmental needs.
- Well-developed communication and interpersonal skills
- Well-developed social skills and leadership skills to work effectively in empowering young leaders to succeed during their term of employment.
- High Five Quality at Play Standards (Course PHCD-100) is required prior to start of employment
- Standard First Aid/CPR Level C is required prior to start of employment
- Police Clearance for vulnerable populations
- Able to work independently and as a team leader.

Knowledge:

- Knowledge of implementing and creating fun, imaginative and safe activities
- Knowledge of healthy child development
- Knowledge of safety standards

Physical Skill and Effort

- No special physical skills required.

Major Responsibilities:

- Direct planning and implementation of the Summer Adventure Camp and Specialty Camps curriculum.
- Supervision of the Senior Day Camp Team Leader plus supervision of 10 or more camp counsellors and volunteers responsible for the delivery of the weekly camp activities for ages 4 to 6 years.
- Ensure the program's best practices and High Five Quality at Play Standards are included in the weekly themed curriculum.
- Maintain inventory of supplies and scheduling of activities in a timely manner.
- Schedule counsellors based on ratios and hours of work established.
- Maintain daily attendance sheets, medical records, incident reports, any and all notifications to parents/children, sign in/out procedures, follow up procedures for children with medical needs, behaviour issues and main point of contact with parents.
- Complete staff and program evaluations when required.
- Conduct orientation training session at start of program session to include program expectations and review of best practices and High Five Standards Leaders Guide.
- Organize and maintain a directory of necessary templates, samples of games and activities utilized throughout the session, listing of inventory and supplies, medical notifications, parent/leader/administration correspondence, and updated listing of activities distributed weekly to parents and website.
- Maintain strict protocol at all times in reference to safety standards and policies in place.
- Other duties as assigned.

Decision Making and Judgement:

- Work is performed under the general direction of the Supervisor- Recreation Programming with access to municipal policies, procedures, bylaws and regulations.

Human Resources:

This position is responsible for the supervision program camp leaders and of children ages 4 to 6.

Financial Management:

This position does not have any financial responsibilities.

Interpersonal Skills:

Interpersonal skill to liaise with the parents, children and fellow staff members in a friendly and co-operative manner.

Internal:

- With Supervisor- Recreation programming to ensure work responsibilities are met.
- With Camp Counsellors to ensure activities align with curriculum.

- With other staff to ensure provision of timely information and services.

External

- With parents on a daily basis to provide information on their child.

Working Conditions:

Environment

- Primarily works at the Atlas Tube Centre.
- Children’s activities may be both indoors and outdoors.

Control over Work Schedule

- Usually Monday through Friday, between 7:30 am to 5:30 pm (30 - 35 hrs/wk)
- May be required to work weekends pending scheduled events

Revision Log

Date	Change	Author	Re-evaluated
Dec 7/16	New format and general description changes	HR	