

The Corporation of the Town of Lakeshore

Job Description

Position: Summer Recreation Program Coordinator

Salary: \$17.87/hr (2017 rate)

Work Term: June 12, 2017 to September 3, 2017

Reports to: Recreation and Events Coordinator

Purpose of Position:

Reporting to the Recreation and Events Coordinator the Summer Recreation Program Coordinator this position is responsible for the direct planning and implementation of the Summer Adventure Camp and Specialty Camps curriculum for children 4 to 10 years of age

Qualifications:

- University or College student at least 19 years of age as of May 1, 2017
- Resident of Lakeshore
- Previous experience in a Park Program supervisory, leadership or instructor role is required.
- Experience planning and implementation of children's programs preferred.
- 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
- 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 6 or more program leaders and volunteers responsible for the delivery of the weekly camp activities.
- 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 program leaders 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 Recreation and Events Coordinator 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 10.

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 Recreation and Events Coordinator to ensure work responsibilities are met.
- With Recreation Program Leaders 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

- Monday through Friday, 8:30 am to 4:30 pm (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	