

JOB TITLE: Summer Camp Coordinator

SUMMARY: The Summer Camp Coordinator will be responsible for the coordination, operation and support of the camp, ensuring effective and cohesive operation on a day-to-day basis. This includes staff training, support and supervision of all staff, camper wellness, the administering of medications and first aid, and administrative duties when applicable.

TERM: 35-40 hours weekly, occurring between May 6, 2024 and August 23, 2024.

REPORTS TO: Program Manager

RATE OF PAY: \$20 per hour plus mandatory benefits

To be eligible, applicants must meet ALL criteria:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

RESPONSIBILITIES:

- Manage the day camp day-to-day operations ensuring guidelines, policies and procedures have been implemented.
- Plan and deliver staff training in collaboration with the Camp Supervisor.
- Build meaningful relationships with children, parents, staff, volunteers, and supervisor.
- Communicate with parents about camper experiences; offer and obtain information to enhance camper experiences.
- Pro-actively identify and solve problems and areas of concern for staff, campers, and volunteers.
- Guide staff and provide support for their role of providing intentional, fun child-led activities and learning opportunities.
- Work cooperatively with counsellors and supervisor to ensure a positive work environment.
- Supervise, coach, and mentor day camp staff utilizing a strengths-based approach.
- Document campers experience through photography, social media posts, and storytelling.
- As a team, clean and sanitize day camp resources and facilities daily, and ensure sanitization protocols are followed.
- Alternate shift and lunch break schedules with inclusion counsellor, ensuring full day coverage.

QUALIFICATIONS:

Licences & Certifications:

- Standard First Aid and CPR Certificate
- Successful Police Vulnerable Sector Check.

Knowledge, Skills, and Experience:

- Minimum 1 year of experience working in a supervisory position in the day camp or recreation environment.
- Experience with team oversight and with performance management.
- Knowledge of emergent curriculum and child-led learning.
- Knowledge of inclusive and accessible childcare, camp, and/or outdoor education programming.
- Comfort in and understanding of the natural, forested environment.
- Knowledge of native trees, vegetation, animals and insects.
- Skills in empathy, adaptability, initiative, problem solving, stress management.
- Positive attitude and willingness to grow personally as a leader.
- Understanding of and commitment to anti-racism, equity and inclusion in the workplace and camp environment.
- Priority will be given to Black, Indigenous, and racialized peoples, and people speaking more than one language.
- Commitment to work from May 6 – August 23, 2024. Time off will not be granted that is in conflict with camp hours.

Childreach welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Send cover letter and resume by email to [daycamp@childreach.on.ca](mailto:daycamp@childreach.on.ca) or mail to 265 Maitland St., London, ON, N6B 2Y3 by Monday, March 11, 2024 at 9am.