

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 and the administering of medications and first aid, administration where/when applicable. This is a summer position – **35-40 hours per week for 10-12 weeks**. Weekdays in mid-June to September 4, 2020.

To be eligible, students 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.

REPORTS TO: Program Manager

RATE OF PAY: \$18 per hour plus mandatory benefits

RESPONSIBILITIES:

- Manage the day camp day-to-day operations ensuring guidelines, policies and procedures have been implemented.
- Plan and deliver staff training.
- Provide support to Counsellors managing camper behaviours and in the delivery of their programs.
- Build meaningful relationships with children, parents, staff, volunteers and supervisor.
- Pro-actively identify and solve problems and areas of concern for staff, campers and volunteers
- Guide staff in their role of providing intentional, meaningful and 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.
- Write and delivery staff performance reviews.
- Document campers experience by writing blogs and/or learning stories.

QUALIFICATIONS:

- Experience working in a supervisory position in the day camp or recreation environment.
- Experience supervising and with performance management.
- Knowledge of emergent curriculum and child-led learning.
- 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
- Standard First Aid and CPR Certificate
- Successful Police Vulnerable Sector Check.
- Priority will be given to visible minorities, First Nations individuals and those speaking a second language.
- Commitment to work the entire camp session June 29 – September 4, 2020 and the pre-camp season in June.
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 hr@childreach.on.ca or mail to 265 Maitland St., London, ON, N6B 2Y3, by Tuesday, April 14, 2020 at 4pm.