



Job Description

POSITION TITLE:

Camp Coordinator (Seasonal – March Break and Summer)

DEPARTMENT:

Recreation Department

TITLE OF IMMEDIATE SUPERVISOR:

Reports to Recreation Programs and Services Coordinator

STATUS/HOURS OF WORK:

This position is non-union, part-time. Training will be scheduled prior to the beginning of camp. Scheduled hours will vary based on the needs of the camp and will primarily occur Monday to Fridays from 8:00 a.m. to 5:00 p.m. from June to September 1, plus the week of March Break. Hours will vary from 30 – 40 hours per week. Staff will be required to work within the Villages of Thamesford and Embro and on additional outings as required. Additional camp events may also become available during additional school holidays and breaks (e.g. March Break, PD Days).

PURPOSE OF POSITION:

The position is responsible for the Day Camp operations. Including the planning, coordination, operation and support of camp programs and the supervision of Camp Leaders. To take responsibility for administration tasks and evaluation of camp programs and staff.

RESPONSIBILITIES:

This position will:

- Coordinate and execute weekly programs and special events. Review with staff.
- Take primary responsibility for the health, well-being, safety & happiness of campers.
- Guide Camp Leaders in providing a successful and entertaining camp for participants.
- Supervise, assist and actively participate in all aspects of the camper's day.
- Ensure that work is performed in a safe manner according to health and safety guidelines and procedures.
- Communicate with customers & parents on a regular basis, respond to inquiries and requests.
- Maintain all necessary paperwork for the day to day operation of the program.
- Maintain high level of staff morale and conduct by providing mentorship and support to staff and volunteers.
- Report all accidents/incidents and program concerns to the Recreation & Facilities Coordinator.
- Participate in water and pool activities including swimming at the Thamesford Area Swimming Pool.
- Submit a final report detailing Camp successes/challenges and making any recommendations for next summer and any other constructive comments.

QUALIFICATION REQUIREMENTS:

- Set a good example to those around you, respecting campers, peers and staff.
- Must be 16 years of age or older.
- Standard First Aid CPR
- Vulnerable Sector Criminal Check
- High Five's Principles of Healthy Child Development Certificate
- Experience in a leadership role.
- Experience in childcare, day camps or organized youth activities.
- Able to demonstrate excellent interpersonal skills, problem solving skills, customer service skills and communication skills.
- Must have good organizational skills and is punctual and dependable
- Self-starter and able to work with minimal supervision.
- The ability to follow safety procedures set by Municipality.

WORKING RELATIONSHIPS:

Internal: Work with Recreation & Facilities Program Coordinator and other Camp Leaders.

External: Work with parents, campers, clients and general public.

UNIFORM REQUIREMENTS:

T-shirts will be provided and must be worn during all shifts.

APPLICATION PROCEDURE:

Please submit your resume in PDF format to:

Jenna Gallman
Financial Assistant
jgallman@zorra.ca

Only successful candidates will be contacted for an interview. This post will remain open until the position is filled.

The Township of Zorra is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the Township if you require accommodation.

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-485-2490 ext. 7228.