

POSITION TITLE:

Camp Coordinator

DEPARTMENT:

Public Services

TITLE OF IMMEDIATE SUPERVISOR:

Recreation Programs & Services Coordinator

STATUS/HOURS OF WORK:

Part-time; 40-hour work week; Seasonal

Scheduled hours based on camp schedule of Monday to Friday, 7:30 a.m. to 5:30 p.m., during March Break and mid-June to Labour Day Weekend for the summer. Forty (40) hours of training must occur before the start of camp.

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:

1. Coordinate and execute weekly programs and special events. Review with staff.
2. Take primary responsibility for the health, well-being, safety, and happiness of campers.
3. Guide Camp Leaders in providing a successful and entertaining camp for participants.
4. Supervise, assist and actively participate in all aspects of the camper's day.
5. Ensure that work is performed in a safe manner according to health and safety guidelines and procedures.
6. Communicate with customers & parents on a regular basis, respond to inquiries and requests.
7. Maintain all necessary paperwork for the day-to-day operation of the program.
8. Maintain high level of staff morale and conduct by providing mentorship and support to staff and volunteers.
9. Report all accidents/incidents and program concerns to the Recreation & Facilities Coordinator.

10. Participate in water and pool activities including swimming at the Thamesford Area Swimming Pool.
11. Submit a final report detailing Camp successes/challenges and making any recommendations for next summer and any other constructive comments.
12. Set a good example to those around you, respecting campers, peers and staff.

QUALIFICATION REQUIREMENTS:

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 (considered an asset).

KNOWLEDGE AND SKILLS:

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 other Camp Leaders, the Camp Coordinator, and the Recreation Programs & Services Coordinator.

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

UNIFORM REQUIREMENTS:

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