

JOB DESCRIPTION

SUMMER PROGRAM COORDINATOR

REPORTS TO: Manager of Parks, Recreation and Facilities

SUBORDINATE POSITIONS: Day Camp Counsellors
Day Camp Volunteers

SUMMARY OF FUNCTION:

Provide support in the planning, promotion and implementation of summer recreation programs and events.

TASKS:

1. Assists the Manager of Parks, Recreation and Facilities with the planning and promotion of summer recreation programs.
2. Assists with various recreation activities including day camp, soccer, special events and programs.
3. Coordinates age-appropriate activities and programs for children between the ages of 5 and 12.
4. Performs administrative procedures related to summer programs (eg. supply lists, parents information and permission forms, policies etc).
5. Assists with the training of day camp staff and volunteers.
6. Responsible for the day to day operation of day camp and other summer programs.
7. Responsible for the supervision of day camp staff and other program staff/volunteers.
8. Responsible for coordinating day camp volunteers.
9. Responsible for the safety of program participants.
10. Responsible for maintaining the security of the facility.
11. Assists in preparing and performing staff evaluations.
12. Assists with the coordination of the soccer program, including coaching and organization of volunteers.
13. Responsible for the coordination and implementation of the 'Travelling Tay Teen Camp' that occurs two weeks during the summer for ages 13 to 15.
14. Perform other duties as required.

KNOWLEDGE SKILLS AND ABILITIES:

- Must be enrolled in post-secondary education in Recreation, Early Childhood Education, or similar program.
- Must possess First Aid and CPR certification.
- Must complete an Annual Vulnerable Sector Screening.
- Must possess a valid, minimum G2 driver's licence.
- Must be a competent person as defined by the Occupational Health & Safety Act.
- Strong leadership ability combined with excellent interpersonal, organizational and communications skills required.

KNOWLEDGE SKILLS AND ABILITIES cont'd.

- ❑ Experience in childcare and/or day camp required.
- ❑ Excellent computer skills required.
- ❑ Wide knowledge of games, sports and crafts required.
- ❑ Experience coaching soccer an asset.

EFFORT:

- ❑ This is a seasonal, full time position.
- ❑ Workweek – 35 hours per week (May – July), 42 hours (July – Sept).
- ❑ Job involves flexible work hours including evenings and some weekends.
- ❑ Job will involve mild exertion, i.e. indoor and outdoor sports and activities.
- ❑ Job requires attention to detail and concentration.
- ❑ Some pressure related to working with a large group of children.

WORKING CONDITIONS:

- ❑ Working environment contains the usual risks or discomforts; special safety precautions with respect to handling children are required.

Date Revised: January 7, 2016