



HMCC RECREATION DEPARTMENT

Position Title: Summer Recreation Coordinator

Reports To: HMCC Recreation Director

Tentative start date: May 20, 2024, 35+hr/week

Classification: Seasonal Summer

Position Summary: Under the supervision of the HMCC Recreation Director, the Summer Recreation Coordinator coordinates summer recreation programming, including summer camps. The Recreation Coordinator is responsible for maintaining excellent relationships with parents/guardians, staff, and community organizations by thoroughly planning, organizing, communicating, and evaluating programs and services.

Basic Qualifications:

- A related post-secondary education, either completed or in progress.
- Experience in organizing activities for children within the summer season.
- Minimum of 1-year experience within the recreation setting.
- Previous experience in program planning and implementation.
- Previous experience in supervising and directing staff and volunteers.
- Previous experience and/or training in inclusion and/or behavior guidance.
- Excellent Conflict resolution and customer service skills.
- Emergency First Aid, WHMIS and High Five Training or willingness to obtain.
- Regular travel will be required. Access to a reliable vehicle is a requirement.

JOB DUTIES AND RESPONSIBILITIES

- Oversee and manage the planning of high quality and inclusive summer programming including summer camps for children ages 5 -12 years.
- Coordinate comprehensive pre-season staff training in cooperation with the HMCC Recreation Director, Aquatics Manager and the Volunteer Board of Directors
- Prepare promotional materials and program flyers for summer camps, other summer programs and special events.
- Communicate with parents effectively, timely, and always with exceptional customer service skills.
- Attend training sessions as directed by the HMCC Recreation Director.
- Oversee and assist with the planning and organizing of a summer schedule for day campers with a major focus on physical activity using a variety of sports, recreation, games and activities.
- Assist with organizing special events including July 1st and other events as assigned.
- Supervise, evaluate, and mentor staff and volunteers.



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- Evaluate and assess the activities offered for continuous program improvement and staff leadership development.
- Coordinate purchase of supplies and monitor revenue and expenses for summer programs.
- Prepare reports and evaluations in accordance with established Policies and Procedures.
- Assist the Recreation Director with motivation, supervision and evaluation of staff and volunteers over the summer.
- Plan, organize and supervise weekly meetings with summer camp staff to ensure that any problems are dealt with in a timely and efficient manner.
- Carry out office procedures such as filing and photocopying.
- Submit weekly hours for dryland summer personnel for payroll purposes.
- Prepare and submit a final report for the summer programs and events.
- Work flexible hours (ie: weekends and evenings) as required.
- Other duties as assigned.

VALUE DIVERSITY

Shows and fosters respect for each person whatever the person's background, race, age, gender, religion, level of ability, values, lifestyle, perspective, or interest. Interacts sensitively with individuals and groups in a way that advances the work of the organization.

REQUIREMENTS

Knowledge:

- Knowledge of games, crafts, songs, drama and sport activities
- Knowledge of interests and abilities of children 5-12
- Knowledge of interests and abilities of youth ages 12 and up
- Knowledge of healthy child development
- Knowledge of risk management
- Knowledge of leadership development techniques

Ability:

- To effectively plan, implement and evaluate summer camps.
- To effectively follow policies and procedures.
- To effectively communicate orally and in writing.
- To adapt programming and provide inclusive opportunities.
- To provide quality customer service.
- To effectively supervise and direct a staff team of leaders and volunteers.

Personal Suitability:

- Creative • Motivated • Good Judgment • Safety Conscious • Patient
- Energetic • Positive • Multi-tasking • Dependable



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EQUAL OPPORTUNITY: All qualified persons will be considered for employment without regard to race, colour, religion, sex, national origin, age, sexual orientation, political affiliation, disability, or any other merit factor.

HOW TO APPLY: To apply for this position, please send a cover letter and resume, with the job title clearly indicated, to: hmccrecreation@gmail.com

Application deadline: