



## HMCC RECREATION DEPARTMENT

**Position Title:** Summer Day Camp Coordinator

**Reports To:** HMCC Recreation Coordinator

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

**Classification:** Seasonal Summer

**Position Summary:** Under the supervision of the Recreation Coordinator, the Day Camp Coordinator is responsible for planning and executing summer camps. They will organize activities, set up camp locations, communicate with parents, and ensure a safe, fun and inclusive camp environment is achieved. To successfully do this, the Day Camp Coordinator must have the ability to control the camp environment in a positive & welcoming manner, through strong communication and team-work skills.

### **Basic Qualifications:**

- Secondary or post-secondary education (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 and/or training in inclusion and/or behavior guidance.
- Previous experience in program planning and implementation.
- Previous experience in supervising and directing staff, volunteers and/or teammates.
- Conflict resolution and customer service skills.
- Emergency First Aid, WHMIS and High Five Training or willingness to obtain.
- Work location may vary and therefore travel may be required.

### **JOB DUTIES AND RESPONSIBILITIES**

- Plan, organize and implement high quality and inclusive programming for summer camps with a major focus on physical activity – structured and unstructured.
- Lead, motivate and supervise a team of day camp staff to deliver successful day camps.
- Ensure safety of participants (age 5-12) by enforcing safety rules, inspecting equipment, facilities, materials, etc.
- Supervise and evaluate program staff and act as a liaison between the Recreation Coordinator and staff to ensure successful operation of programs.
- Work as part of a team to ensure a safe, welcoming, and inclusive environment for day camp staff and participants.
- Maintain a high standard of customer service with the public/parents/guardians with effective and direct communication.
- Evaluate and assess the activities offered for continuous program improvement and staff leadership development.



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- Prepare reports and evaluations in accordance with established Policies and Procedures.
- Assist Recreation Director and Coordinator with motivation, supervision and evaluation of staff and volunteers throughout the summer.
- Plan, organize and supervise regular meetings with recreation staff and Recreation Coordinator.
- Ensure that the summer camp activity area is kept neat and tidy.
- Prepare and submit a final report for the day camp program.
- Work Flexible hours (eg: weekends and evenings) as required.
- Help with special events such as those required by the HMCC.
- 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 day 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 LIT's as well as 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](mailto:hmccrecreation@gmail.com)

**Application deadline:**