

TOWNSHIP OF ZORRA POSITION DESCRIPTION

POSITION TITLE: Camp Coordinator (Seasonal)

DEPARTMENT: Recreation

TITLE OF IMMEDIATE SUPERVISOR:

Reports to Recreation & Facilities Coordinator.

STATUS/HOURS OF WORK:

This position is non-union, part-time. Wage is \$15.00/hour. Scheduled hours will vary based on the needs of the camp and will primarily occur Monday to Fridays from 8am to 5pm from June to September 1st. Hours will vary from 30 – 40 hours per week. Staff will be required to work within the Village of Thamesford and on additional outings as required.

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 plans with Camp Leaders.
- Take primary responsibility for the health, well-being, safety and happiness of the 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 and 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 and 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.
- 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
- Experience in a leadership role.
- Experience in child care, day camps, 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:

With Recreation & Facilities Manager and Camp Leaders.

External:

With parents, campers, clients and general public.

UNIFORM REQUIREMENTS:

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

APPLICATION PROCEDURE:

Please submit your resume to:

Stephanie Starchuck
Recreation and Facilities Program Coordinator
Township of Zorra
sstarchuck@zorra.on.ca
274620 27th Line, PO Box 306
Ingersoll, ON, N5C 2k5

Application deadline: Monday, March 20th, 2017

Only successful candidates will be contacted for an interview.