

POSITION DESCRIPTION

<u>JOB TITLE:</u> Day Camp Coordinator	<u>REVISION DATE:</u> January 2020
<u>REPORTS TO:</u> Recreation Coordinator	<u>STATUS:</u> Full Time/ Seasonal
<u>DEPARTMENT:</u> Recreation	<u>TYPE:</u> Hourly

PURPOSE OF POSITION:

Under the direction of the Recreation Coordinator and/ or Clerk, the Day Camp Coordinator will provide childcare to participants around the local community and facilitate inclusive programming to all participants while coordinating day to day activities alongside two other Day Camp Instructors.

RESPONSIBILITIES AND DUTIES:

I. Maintain child safety and inclusive instruction of all programming:

- Never leave a child unattended;
- Always use a calm voice and include all participants;
- Facilitate day to day schedule;
- Lead participants on field trips as scheduled;

II. Contributing to a positive and safe work environment by:

- Working safely and in accordance with the Occupational Health and Safety Act;
- Notifying the Recreation Co-ordinator when issues arise;
- Speaking with parents in a professional manner;
- Interacting with the public and other stakeholders positively.

III. Working along side other Day Camp Staff with other duties as assigned

- Support all staff in day to day programming and ensure equal work efforts among all staff members

POSITION SPECIFICATIONS:

Education

Grade 11 or higher education.

Experience

Experience facilitating youth programming an asset.

Abilities/skills

Attention to detail

Effective time management skills
Ability to implement and follow a schedule
Self motivated

Judgement

Problems faced on the job tend to be routine and standard. Solutions or required responses are set by well-established guidelines and precedents. Solutions are obvious with few alternatives, or the problem can be referred to someone else. Little choice of independent action or judgement is required.

Contacts

Contacts are primarily within the organization requiring common courtesy, effective listening and comprehension skills, and the ability to work cooperatively with others.

Mental Effort

Tasks are generally routine with occasional interruptions.

Physical Effort

Tasks are typically standing for long periods of time inside or outside and could involve running, or walking.

Resources

Works with information/data/files that are straightforward and easily available.

Policies and Personnel

Provides informal training or instruction to co-workers.

Material Resources

Work may minimally affect the safety, well-being or interests of user groups. May provide support services to the program or service, or to individuals who directly provide a program or service. Direct involvement is incidental to the functions of the job.

Finances

Infrequently position is involved in minor financial matters, typically on a relief basis.

Working Conditions and Hazards

The position works seasonally from Monday to Friday with 8-hour days and one, half hour unpaid lunch leave and off-season as called in. The working environment can be indoors or outdoors, exposed to weather. Typical conditions are such that a minor to moderate risk of injury, harm or illness to the incumbent could occur.