

SUMMER PROGRAM COORDINATOR

GENERAL

- is responsible for the planning, implementation and organization of the Daycamp and Summer Programs according to the objectives and standards of the Community Services Department.

QUALIFICATIONS

- The successful candidate must be enrolled in a post-secondary institution with an interest in recreation or child care related fields. Candidates must have a minimum three (3) years' experience in children's programs and/or recreation programs. Experience working with children or related course in children development, and experience in creative programming will be considered an asset
- Must be 18 years of age
- Use of vehicle and valid G2 driver's license
- Possess first aid & CPR certificate or willing to obtain
- Possess excellent organizational, communication and people skills.

REPORTING

- Reports to the Manager of Leisure Services

DUTIES AND RESPONSIBILITIES

- Develop and direct a progressive, enjoyable Daycamp Program in all Wards
- Responsible for the safety of children and workers
- Assist in the selection of Day Camp staff, as required
- Responsible for staff training
- Direct and supervise staff in performance of their duties
- Maintain a detailed record of expenditures and revenues



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- Update and implement safety procedures and ensure standards are met in all phases of the program
- Conduct public relations activities and respond to all public inquires
- Visit Day Camp and Summer Programs in all wards on a regular basis
- Directs the cleaning of facilities during and at the end of the programs
- Act as a resource person for Daycamp staff and other programs when necessary
- Responsible for the acquisition of necessary supplies and inventory. Ordering of supplies and equipment within the confines of the allocated budget.
- Prepare and submit a comprehensive year-end report/evaluation including a complete inventory of supplies immediately upon completion of the program

HOURS OF WORK

- Available to work up to a 35-hour week for up to 14 weeks in May, June, July & August each summer
- Daily hours of work will be flexed to accommodate program need

CLOTHING

- Must wear appropriate clothing while working in the office and with children. A dress code will be provided.