

# Municipality of *Bluewater*

## HIRING SUMMER DAY CAMP COORDINATOR

The Summer Day Camp Coordinator will develop and administer summer programming for children aged 4 to 12 years as part of the Municipality's Day Camp Program. Duties include staff selection, training and supervision, program development, liaising with stakeholders, relationship building, cash handling, implementing registration, program promotion and fundraising.

A vulnerable sector background check must be provided by the date of employment.

The wage range for this position is:

\$16.73/hour to \$20.91/hour

\*2023 increase pending

Visit <http://www.municipalityofbluewater.ca/municipal-office/careers/> to view the Job Description.

Interested persons please submit resumes to:

Municipality of Bluewater

14 Mill Ave.

Zurich ON, N0M 2T0

P: 519-236-4351 • F: 519-236-4329

E: [pwfassistant@municipalityofbluewater.ca](mailto:pwfassistant@municipalityofbluewater.ca)

Resumes will be accepted until 12:00 p.m. on Friday, February 17, 2023.

*The Municipality of Bluewater is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.*

# MUNICIPALITY OF BLUEWATER

## **POSITION DESCRIPTION: Day Camp Coordinator**

**DEPARTMENT:** Facilities

**REPORTS TO:** Manager of Facilities

**POSITIONS SUPERVISED:** Recreation Program Leaders (4-5)

**Pay Status:** \$16.73-\$20.91 Hourly \*2023 increase pending

### **POSITION SUMMARY**

The Day Camp Coordinator is responsible for the overall operation of the Municipality's Summer Day Camp Program. This includes staff selection, training and supervision, program development, liaising with the County of Huron Staff, relationship building with caregivers, cash handling, implementing registration, program promotion and fundraising.

### **MAJOR RESPONSIBILITIES:**

#### **STAFF SUPERVISION**

- Participates in the recruitment and selection of Recreation Program Leader staff.
- Develops and implements a training program for staff.
- Evaluates playground leaders informally on an ongoing basis and completes one formal evaluation per season.
- Motivates Recreation Program Leaders in their work.
- Aware of and ensures Staff is following COVID policy.

#### **RECREATION PROGRAMMING**

- Oversees and approves all recreation program plans and provides feedback and guidance to Program Leaders.
- Ensures safety of participants.
- Implements age appropriate programs.
- Plans, schedules and implements camp wide day trips and local outings.
- Participates in the programming by exhibiting role modeling skills.
- Picks up weekly supplies and equipment for activities planned in program plans.

#### **PROGRAM DEVELOPMENT**

- Researches previous year end reports and recommendations to continually improve the Municipality's program.
- Solicits feedback from Program Leaders and participants.

#### **ADMINISTRATION**

- Liaises with Manager of Facilities on a regular basis.
- Coordinates with arena and parks staff on facility usage requirements.
- Liaises with County of Huron in approval process and subsidy program.
- Collects and approves time sheets of Program Leaders.

- Completes a year-end report and makes recommendations for the future.

## **CHILD SUPERVISION**

- Participates in daily signing in and out of program participants.
- Interacts with parent/guardians reporting on daily successes and challenges.
- Responsible for participant safety.
- Intervenes and problem solves disputes between participants.
- Role models appropriate behavior at all times.

## **FINANCIAL RESPONSIBILITIES**

- Oversees registration process and all cash handling procedures.
- Implements a sponsorship initiative to help offset costs.
- Administers a budget of program supplies.
- Performs other duties as assigned.

## **MORE DETAILS:**

- Deal with participant disputes and setting priorities with tasks.
- Revise procedures and policies relating to the safe operation of the program.
- Maintain confidentiality of participant information on a regular basis (i.e., medical information).
- Display create problem solving.

## **QUALIFICATIONS:**

- Enrolled in a university or college program.
- Previous experience working with children.
- Strong interpersonal, communication, leadership and public relations skills.
- High Five Principles of Healthy Child Development (PHCD), or willingness to obtain prior to employment.
- Certified First Aid CPR.
- Valid Class G Drivers Licence.
- Vulnerable Sector Background Check.
- Previous experience Day Camp experience is an asset.

## **WORKING CONDITIONS:**

- Frequent interruptions requiring flexibility and priority setting.
- Mental strain in dealing with challenging participant behaviour and caregivers.
- Some exposure to poor weather conditions.
- Some light lifting required.
- Physically active position in playing with children.

**APPROVALS:**

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Incumbent

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Date

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Manager

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Date