

**Term** - Summer Student Position

### **JOB SUMMARY**

Responsible for the planning, implementation and delivery of Summer Day Camp Programs and special events. Working in collaboration with the Recreation Department, the Summer Day Camp Coordinator is responsible for leading the day- to- day operations of the Camp including supervision of children, maintaining the program space and coordinating with program instructors.

### **Principle Responsibilities**

#### **Supports and assists with:**

- Daily organization and facilitation of the Summer Day Camp program.
- Leading and supervising children aged 6 – 12 years.
- Coordinating with and supporting program instructors.
- Setting up/ closing the program space.
- Assists with the planning and organizing of Special Events.
- Assists with pursuing sponsorship and support opportunities.
- Collaboration with other organizations for program development and delivery.
- Assist the Recreation Programmer with marketing Summer Programs.
- Carries out basic administrative and customer service duties.
- Other related duties as required.

### **Required Knowledge, Skills, and Abilities**

- Experience working with children.
- Basic understanding of the philosophy and objectives of a planned community recreation program.
- Strong work ethic.
- Ability to take direction and respect policy.
- Excellent interpersonal skills.
- Ability to communicate effectively and diplomatically with children, staff members as well as members of the community.
- Must be adaptive, and flexible.
- Ability to work well in a team environment, as well as the ability to work independently with minimal supervision.
- Ability to exercise good judgement in day-to-day operations, as well as in emergency scenarios.



- Experience using Canva or other digital publishing programs.
- Ability to use Microsoft Office Suite.

**Education, Work Experience, Required Qualifications**

- Currently enrolled in a University or College program in Recreation or a related field.
- Current First Aid/ CPR Level C.
- The successful applicant will be required to provide criminal record clearance including vulnerable sector screening as a condition of employment.
- Able to lift/ carry 20lbs with ease.