

Woolwich Township Job Posting



Date:	January 13, 2022 Contract Dates: May 9 to September 2, 2021
Position:	Summer Camp Coordinator
Positions Available:	2
Department:	Recreation & Community Services
Wage Rate/Grade:	\$17.50 per hour
Hours of Work:	Typical hours of work are Monday to Friday, 8am – 5pm. Weekend and evening hours may be required, based on programming needs

Purpose of position and profile

Recreation & Community Services is seeking two Summer Camp Coordinators to plan, facilitate and supervise our Summer Day Camp programming during the months of May - September 2022. Our Summer Camp is a growing and exciting program, running for 9 weeks in 2022. Our Summer Camps run out of the Woolwich Memorial Centre (Elmira) and the Breslau Community Centre (Breslau). This position will work part time hours in May until mid-June, and full-time hours from mid-June onwards. Responsible for developing and evaluating summer camp programs to ensure they are well-balanced and age appropriate, liaising with parents and campers and supervising staff.

Responsibilities

- Assist in Summer Camp Leader Interviews and staff selection.
- Complete pre-summer administration tasks in preparation for the 2022 Camp program, including program planning, parent communication, staff trainings and staff scheduling.
- Assisting with pre-camp activities within the Township (for example, staff training, Pop Up Playgrounds and Canada Day Festivities).
- Organize and book in-person and virtual special guests. If permitted, confirm and book field trips and buses to support camp programming.
- Complete camp leader and volunteer evaluations throughout the summer.
- Ongoing camp program evaluation and monitoring participant and parent feedback.
- Providing excellent customer service to campers, parents and staff.
- Write an end of summer report summarizing successes, challenges and suggestions for 2023.
- Demonstrate good knowledge of Township of Woolwich programs and Summer Camp policies.
- Ensuring all COVID-19 safety protocols and Government regulations are being followed
- Perform all other duties as assigned.

Required knowledge and skills

- Knowledgeable and experienced in the areas of children and youth program service delivery.
- Prior Summer Camp experience considered an asset.
- Demonstrated leadership, interpersonal, customer service and dynamic facilitation skills.
- Knowledge in effective behaviour management techniques.
- Experience supervising and mentoring others.
- Team leader with strong organizational, communication, problem solving and conflict resolution skills.
- Comfortable working in a fast-paced environment with competing priorities.
- Basic swimming ability is required.
- Knowledge of applicable provincial/federal legislation, health and safety regulations.

Qualifications/work requirements:

- Must have reliable transportation.
- Standard First Aid / CPR level C (or willing to obtain as a condition of hiring)
- Lifesaving Society SafeGuard (or willing to obtain as a condition of hiring)
- High Five PHCD considered an asset
- A current Police Record Check with Vulnerable Sector Check will be required upon hire
- Must be prepared to work flexible hours including evenings, weekends and statutory holidays as required, at various locations though out the Township

Working conditions

- Working both indoors and outdoors.

COVID-19 Vaccination:

In accordance with the Township of Woolwich's *Mandatory COVID-19 Vaccination Policy*, new Woolwich Township employees are required to be fully vaccinated as a condition of hire, subject to accommodations required in accordance with the *Ontario Human Rights Code*.

Interested applicants are invited to submit their resume prior to **4:30pm, Friday February 4th, 2022**.

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.