



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Camp Program Coordinator	CLASSIFICATION: Seasonal/Camp
DEPARTMENT: Parks, Recreation & Culture	SALARY LEVEL: \$15.50/hour
LOCATION: King Municipal Office 2585 King Road, King City	

JOB PROFILE:

Function:

Responsible for but not limited to the overall direction, organization, and supervision of a Summer Camp program. Designs a specialty camp program and instructs staff and children in one or more program areas. They supervise counselors to ensure they are engaging campers in fun and stimulating activities. They provide a friendly, safe, and welcoming environment for counselors, campers and volunteers.

Reports to:

- Recreation Services Supervisor

Supervision Responsibilities:

- None.

Duties and Responsibilities:

- Supervises activities for all designated campers.
- Assists with the supervision of summer Camp Counsellors and Volunteers.
- Provides break coverage to summer Camp Counsellors in designated camps.
- Assists with the development of summer Camp Counsellor training.
- Travels between camps to provide supervision, when required.
- Manages, uses and distributes program supplies.
- Responsible for occasional cash handling.
- Provides guidance to volunteers.
- Staff will follow and practice the HIGH FIVE® – Principles of Healthy Child Development (Participation, Play, Mastery, Friends, and Caring Adult).
- Assists with management of camp administrative documents.
- Provides a safe, fun and structured program.
- Hours of work will be between 7:30AM – 6:00PM, Monday to Friday.
- Develops detailed plans and organizes specialty instruction in the following areas:

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|-----------------------------|-----------------------------|--|--------------------|
| ✓ General Camp (Preschool) | ✓ General Camp (School Age) | ✓ Specialty (Preschool) | ✓ Cooking |
| ✓ Sports | ✓ Outdoor Education | ✓ Outdoor (Preschool) | ✓ Youth Leadership |
| ✓ Hockey | ✓ Science | ✓ Drama and Dance | |
| ✓ Art, Photography, Glamour | | ✓ Skateboard/Scooter and Mountain Biking | |

Qualifications:

- Minimum age of 18 years or older.
- Minimum of two (2) years' experience instructing children in specialty programs.
- Excellent communication, programming, and leadership skills.
- Minimum of two (2) years of leadership or counselling experience in a camp environment.
- Valid Class G Licence and access to own vehicle.
- Valid First Aid & CPR C Certification.
- High Five® Certification.
- Quest 2 Certification.

Conditions of Employment:

- Required to work outside and follow all operating procedures and safety policies of the Township of King.
- Required to deal courteously and effectively with the general public, staff and other departments.
- Upon hire, completion of HIGH FIVE® Principles of Healthy Child Development, Quest 2, Standard First Aid and CPR C and submission of a Vulnerable Sector Screening are required.
- Must be available to work all twelve (12) weeks of the contract.

Period of Employment:

June 10, 2019 – August 30, 2019

Application Process:

To apply for this position please email a copy of your resume prior to February 15, 2019 to hr@king.ca. When submitting your application, please clearly specify the position you are applying to.

Department Head: _____	Date Approved: _____
Supervisor (if applicable): _____	Date Approved: _____
Incumbent: _____	Date Signed: _____