

JOB NOTICE

PART-TIME EMPLOYMENT

WE THANK ALL THOSE WHO APPLY. ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

THE FOLLOWING PART-TIME POSITION IS AVAILABLE WITH THE RECREATION & CULTURE DEPARTMENT:

JOB TITLE: CAMP DIRECTOR	FILE #: 2011-09
POSTING DATE: DECEMBER 12, 2011	CLOSING DATE: JANUARY 23, 2012
STARTING RATE/HOUR: \$12.75	LOCATION: CITY WIDE

MAJOR DUTIES:

1. Ensure the implementation of a safe, enjoyable and diversified camp program as established in conjunction with the Camp Coordinator, Active Living Coordinator and Recreation Services Supervisor.
2. The Camp Director will provide support to camp staff, parents and participants to help create an environment that will support individual participant's needs, allowing them to develop skills, self-esteem and wellness alongside their peers.
3. Ensure the safety and well being of all campers and staff during camp hours.
4. Develop a unified staff team through active direction, supervision and evaluation.
5. Maintain ongoing and effective communication with parents, public, Assistant Camp Director, Camp Coordinator, Active Living Coordinator and Recreation Services Supervisor.
6. Maintain and model a professional attitude and abide by camp policy at all times.
7. Assume full responsibility for the facility, program and staff actions.
8. Maintain expense records, budget control and all other administrative duties as related to the position (payroll, petty cash, statistics, mileage, etc.).
9. Ensure that camper and staff attendance is taken accurately on a daily basis.
10. Compile and review medical records of campers, taking special note of any allergies and other medical problems, and forwarding the above information to the appropriate staff.
11. Maintain the supplies and equipment inventory to effectively operate a quality camp.
12. Compile a clear and concise final camp report in accordance with the outline provided.
13. Develop camper groups for all sessions taking into consideration age and camper group requests.
14. Interview, train, supervise and evaluate camp staff, as well as conduct staff meetings.
15. Ensure that all parents receive camper phone calls and the required information during the camp session regarding camp regulations, special events, swimming, lunches and bus times.
16. Attend all camp related meetings, as required, both prior to and during camp.
17. Encourage and foster in all campers the 5 Principles of Healthy Child Development as outlined by High Five: Quality at Play.
18. Carry out any other duties as requested by the Camp Coordinator, Active Living Coordinator and Recreation Services Supervisor.

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REQUIREMENTS/EDUCATION:

1. Previous supervisory experience working in a camp setting.
2. Standard First Aid Certification/CPR-C.
3. Valid Vulnerable Sector Screening.
4. High Five, Principles of Healthy Child Development Certificate.
5. Possess a valid driver's licence and have access to a reliable vehicle.
6. Crisis Prevention and Intervention certificate is an asset.
7. Full Attendance at Pre Camp Training (Spring 2012).

PERSONS INTERESTED IN THE ABOVE AND/OR SUBSEQUENT VACANCIES ARE ASKED TO **SUBMIT AN APPLICATION AND RESUMÉ TO THE RECREATION & CULTURE DEPARTMENT:**

1) FAX TO 905-832-8550; OR

2) EMAIL TO SeasonalRecJobs@vaughan.ca; OR

3) DROP OFF AT ANY COMMUNITY CENTRE, "ATTENTION: RECREATION SERVICES SUPERVISOR".

APPLICATION FORMS AND INSTRUCTIONS ARE AVAILABLE ONLINE AT

www.vaughan.ca/SeasonalRecJobs.