



Job Notice

Part-Time Employment

Recreation Services

We thank all those who apply. Only those selected for an interview will be contacted.

Job Title: **Busing Camp Coordinator** File #: **2018-42**
Posting Date: **December 03, 2018** Location: **City Wide**
Closing Date: **January 14, 2019** Business Unit: **Camps**
Start Rate/Hour: **\$17.75**

Responsibilities:

1. Coordinate the organization and implementation of a safe summer camp transportation system city wide.
2. Assume full responsibility for the busing division by providing clerical, programming, budgeting and staff management support.
3. Create effective and precise bus schedules with attention to detail.
4. Actively supervise Busing Director and Bus Marshals.
5. Facilitate citywide audits.
6. Escalate customer complaints and/or calls when necessary.
7. Think on your feet to devise creative solutions and troubleshoot any issues.
8. Train camp staff and office administrators in busing procedures.
9. Interview, train and evaluate bus marshal staff, as well as conduct staff meetings.
10. Liase with transportation company employees in consistent and professional manner.
11. Maintain detailed busing records and tracking.
12. Compile a clear and concise camp end report.
13. Fill in for Bus Marshals when necessary including active supervision during busing times.
14. Maintain supply and equipment inventory to effectively operate a quality busing system.
15. Ensure safe transportation practices are followed on all buses.
16. Provide support and knowledge in behaviour management to camp staff when needed.
17. Ensure the wellbeing of all campers through site checks ups and traveling on bus routes.
18. Seek and analyze input from staff and parents regarding the quality, safety and enjoyment of the camp busing program.
19. Abide by camp policies and procedures at all times.
20. Maintain ongoing and effective communication with parents, the public, and City staff.
21. Maintain a professional attitude that includes being punctual, constantly attentive and engaged.
22. Foster in all campers the 5 Principles of Healthy Child Development as outlined by High Five: Quality at Play.
23. Carry out any other duties as requested by the Recreation Coordinator and Recreation Services Supervisor for City Wide Services.

Qualifications and Requirements:

1. 3 + years of supervisory experience, preferably in a day camp setting with busing.
2. Experience working with children.
3. Strong organizational and multitasking skills.
4. Standard First Aid /CPR-C certification.
5. Valid Police Vulnerable Sector Check.
6. High Five, Principles of Healthy Child Development certification.
7. Valid driver's license and access to a reliable vehicle preferred.
8. Safe Management certification is an asset.
9. Full Attendance a Pre-Camp Training.

Persons interested in the above and/or subsequent vacancies are asked to submit an application and résumé to Recreation Services:

- 1) Drop off at any community centre, "Attention: Recreation Services Supervisor"; or
- 2) Email to SeasonalRecJobs@Vaughan.ca; or
- 3) Fax to 905-832-8550.

Application forms and instructions are available online at www.vaughan.ca/RecJobs.