



Job Notice

Part-Time Employment

Recreation Services

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

Job Title:	Camp Coordinator	File #:	2018-37
Posting Date:	December 03, 2018	Location:	City Wide
Closing Date:	January 14, 2019	Business Unit:	Camps
Start Rate/Hour:	\$17.75		

Responsibilities:

1. Ensure the implementation of a safe, enjoyable and diversified camp program.
2. Create an environment that will support individual participant's needs, allowing them to develop skills, self-esteem and wellness alongside their peers.
3. Provide clerical, programming, budgeting and staff management support.
4. Coordinate the Extended Day Camp and busing program.
5. Assist in developing a well-trained staff team through active participation in all training sessions.
6. Provide support and knowledge in behaviour management to camp staff when needed.
7. Maintain ongoing and effective communication with parents, the public, and City staff.
8. Model a professional attitude that includes being punctual, constantly attentive and engaged.
9. Supervise program development and facilitate camp wide audits.
10. Seek and analyze input from participants and staff regarding the quality, safety and enjoyment of camp programming.
11. Assume full responsibility for the facility, programming and staff actions.
12. Foster in all campers the 5 Principles of Healthy Child Development as outlined by High Five: Quality at Play.
13. Carry out any other duties as requested by Full Time Staff.

Qualifications and Requirements:

1. 3 + years of previous supervisory experience, preferably in a day camp setting.
2. Standard First Aid /CPR-C certification.
3. Valid Police Vulnerable Sector Check.
4. High Five, Principles of Healthy Child Development certification.
5. Possess a valid driver's license and have access to a reliable vehicle.
6. Safe Management certification an asset.
7. Early Childhood Education certification an asset.
8. Full Attendance at 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.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.

Applicant information is collected under the authority of the Municipal Act, 2001 (S.O. 2001,c.25) and will be used to determine qualifications for employment with The Corporation of the City of Vaughan. Questions about this collection should be directed to Recreation Services, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1, 905-832-8500.