



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 Director	File #:	2018-38
Posting Date:	December 03, 2018	Location:	City Wide
Closing Date:	January 14, 2019	Business Unit:	Camps
Start Rate/Hour:	\$17.00		

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. Maintain detailed participant tracking documentation and site inspections.
5. Maintain supply and equipment inventory to effectively operate a quality camp.
6. Maintain ongoing and effective communication with parents, the public, and City staff.
7. Model a professional attitude that includes being punctual, constantly attentive and engaged.
8. Supervise program development and ensure activity binders are kept up to date.
9. Seek and analyze input from participants and staff regarding the quality, safety and enjoyment of camp programming.
10. Assume full responsibility for the facility, programming and staff actions.
11. Interview, train and evaluate camp staff, as well as conduct staff meetings.
12. Compile a clear and concise camp end report.
13. Foster in all campers the 5 Principles of Healthy Child Development as outlined by High Five: Quality at Play.
14. Carry out any other duties as requested by the Camp Coordinator and Full Time Staff.

Qualifications and Requirements:

1. 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. Valid driver's license and access to a reliable vehicle preferred.
6. Safe Management certification is 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.