

# CAMP WILLOWDALE ACADEMY

**Title: SUMMER CAMP COORDINATOR**

**Work Term:** July 1<sup>st</sup> to August 25<sup>th</sup> 2009

**Hours:** Monday to Friday 8:00am-3:30pm (35 hrs/wk), SUNDAY 10:30AM TO 12:30PM

**Location:** Camp Willowdale Academy

**Wage/Salary:** \$9:50/HR

## **Staff Obligations:**

- To conduct oneself in a professional manner at all times and to respectfully represent the camp both on and off camp property.
- To model expected behaviour for staff and encourage enthusiastic participation in all camp activities.
- To be knowledgeable of, abide by and enforce all camp policies and procedures including those for emergencies, code of conduct, health and safety and behaviour management.
- To ensure that the safety, security, health and welfare of all campers and staff are the highest priority and to act accordingly.
- To deal effectively with behavioural and medical issues, accidents or other critical challenges that campers may present. All concerns and actions must be reported to the Camp Director promptly and incident reports must be filed for anything that occurs in your presence.

## **Duties:**

- Assisting with the direct planning and delivery of recreation and summer park programs.
- Design and implement daily programs plans and ideas for every operating day
- Oversee the implementation of the programs by working directly with summer staff to assure all current standards, policies and procedures in place are followed.
- To maintain a good personal public image at all times.
- Ability to work flexible hours including weekends
- Completion and processing of all necessary forms including medic alert and registration information for all program locations.
- Organizational skills a must in order to complete daily tasks
- Perform any other duties or tasks as assigned.

## **Requirements:**

- Must be a minimum of 16 years of age at the time of employment
- Must have a minimum of 3 months direct experience in working with children
- Must enjoy working with people of all ages, possess excellent social and problem solving skills and be receptive to working with a high priority schedule of duties.
- Ability to work independently and as a team leader
- Experience in recreation programming is preferred/an asset
- Creativity skills
- Strong communication, organizational and interpersonal skills
- Standard level First Aid and CPR Level "C" required
- Police Clearance required.