



## Summer Day Camp Coordinator Panorama Hills Community Centre Northstar Residents Association (NSRA)

The Northstar Residents Association (NSRA), is a non-profit organization, managed by a volunteer Board of Directors and staffed by passionate employees, who act as stewards of the community, maintaining a variety of amenities and features, including the Panorama Hills Community Centre.

The NSRA **Summer Day Camp Coordinator** is Full Time Position. We are looking for a detailed oriented, driven, outgoing and integral part of the Summer Day Camp Team. This role is designed to create and implement an unforgettable summer camp experience of all children between the ages of 3 and 9 years old, safe, engaging activities, outstanding leadership, and original program planning.

**Working Conditions:** Temporary, Full Time hours to accommodate the planning and implementation of Summer Day Camp programming.

**This position reports to:** Community Relations Manager

### **Responsibilities:**

#### **Planning & Administration:**

- Interview and hiring process for all summer day camp leaders
  - Finding the best candidates
  - Scheduling one on one and group interviews
  - Creating and implementing an interview and follow up process
  - Following up, as required, with candidate references
- Create and implement a training process for all successful candidates, ensuring that current organizational policies are included and addressed
  - Introduce and train on new games/activities as required
  - Create a schedule that provides adequate coverage for all activities throughout the summer program.
- Create the foundation schedule for the summer day camps
  - Schedule field trips, special guests, and transportation as needed
  - Provide opportunities for the Summer Day Camp leaders to enhance the schedule with their own programming
- Assist with staff and program reviews at the beginning, mid and end point of the summer day camp schedule, culminating in 3 reports over the period of the program.
- Provide active supervision to all campers (ages 3-9)
- Assist the Summer Day Camp Coordinator with the planning, organization, implementation, and evaluation of programs specifically for Summer Day Camp participants
- Work as a part of a team, led by the Summer Day Camp Coordinator to effectively deliver all programming
- Recruit and train volunteers, ensuring they are delivering quality care and programming to participants.
- Monitor and maintain the summer day camp budget, with the assistance of the Community Relations Manager
- Ensure each camp has the appropriate supplies each week

## **Program Delivery**

- Develop solutions and alternate activities, setting appropriate priorities to meet the needs of all participants and Summer Day Camp staff.
- Be an engaged participant in all Summer Day camp training and staff meetings
- Assist Summer Day Camp Leaders with the set up and take down of all needed materials and facilities
- Communicate with all parents, staff, volunteers, and participants effectively
- Adhere to all policies and procedures as set out by the NSRA
- Assist in ongoing reporting to aid in the assessment of the success of the Summer Day Camp programming
- Other duties as required

## **Qualifications**

- Experience with coaching or instructing children is considered an asset
- Minimum of 1 year post secondary in a related field is considered an asset
- Able to work independently and as part of the team
- Excellent time management skills
- Enjoy working in a fast-paced, dynamic environment
- Must be physically able to participate in all camp and employment related activities including but not limited to running, lifting, climbing, waterplay etc.
- Current Standard First Aid/CPR certifications. Must be completed before start date.
- Successful completion of a criminal record check

**Employment Term:** Monday, June 1 – Friday, August 27, 2021

**Hours:** Varying shifts between 7:30AM – 5:30PM

**Rate:** \$18 /hr

If you think you have what it takes to be an energetic, creative and engaging Summer Day Camp Coordinator at the Panorama Hills Community Centre, please send us your resume and cover letter. Applications can be emailed to [hr@mypanoramahills.com](mailto:hr@mypanoramahills.com). Deadline for applications is 4:00PM, on Friday, April 24, 2021.

We thank all applicants, only those selected for an interview will be contacted.