

Junior Summer Day Camp Facilitator

Applications are currently being accepted for the position of Junior *Summer Day Camp Facilitator* at the Greenway Chaplin Community Centre. This position is responsible, with support from the Program Coordinator and Camp Coordinator, for the delivery of the Summer Adventures day camps at the Greenway Chaplin Community Centre.

Reporting to the Camp Coordinator, this is a seasonal position from June 24th, 2019 – August 9th, 2019 dependent on sufficient weekly registration. Working 35 hours per week, Monday to Friday at a rate of pay of \$13.18-14.00/hr.

PROGRAM PLANNING AND IMPLEMENTATION

- Responsible for planning and delivering programs in accordance with all centre's policies, procedures and guidelines
- Responsible for working from the program theme calendar and standard program activity plans for camp which s/he is present
- Responsible for modifying camp activities to be inclusive, safe and fun
- Responsible for working with co-workers to deliver the program on a daily basis
- Responsible for set-up and clean-up with co-workers
- Responsible for onsite behavior management of participants
- Assisting their supervisor with developing a list of program supplies prior to camp

ORGANIZATION/LEADERSHIP

- Responsible for liaising with co-workers and overseeing program delivery
- Responsible for attending all centre staff meetings, mandatory trainings and events
- Assist with ensuring that program site and supplies are safe and remain clean for program
- Assist their supervisor with the completion of reports and forms as required by the Centre
- Ensure safety of program participants, developing set rules and guidelines to follow and have them clearly posted
- Support supervisor with feedback related to the activities and behaviour of the leaders in training

COMMUNICATION

- Responsible for reporting on a minimum once-per-week and as-needed basis to Coordinator
- Responsible for promoting a sense of teamwork and communication at program location
- Responsible for providing quality and friendly customer service to patrons and programs and services and to visitors to the program
- Maintain open lines of communication with parents; provide a high level of customer service to the public.
- Maintain clear and concise records, as outlined in the Summer Camp Leader's Manual.





GREENWAY CHAPLIN COMMUNITY CENTRE

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www.greenwaychaplin.com

Registered Charitable Donation # 133141747RR0001

- Follow designated dress code.
- Maintain confidentiality of information regarding participants, volunteers, site, and staff.

The above tasks are representative but are not all inclusive

REQUIRED SKILLS & KNOWLEDGE:

- **Enthusiastic, engaging and fun!**
- Standard First Aid/CPR C with AED
- HIGH FIVE (Principles of Healthy Childhood Development)
- Communication, Teamwork, Organizational Skills required
- Volunteer experience working with children
- Some knowledge of songs, games, crafts, etc
- Ability to multi-task

Applications will accepted until February 28th, 2019 at 4:00pm.

Please include date availability for group interviews either Friday, March 1st from approximately 6:00-9:00pm or Saturday, March 2nd from approximately 10:00am-1:00pm in the cover letter.

We thank all of those who apply but only those chosen for an interview will be contacted.

Please direct all applications to Joey Sinclair, Recreation Supervisor
Greenway Chaplin Community Centre
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