



**YMCA of Central
East Ontario**



SUMMER CAMP 2019

Position: Camp Coordinator

Location: Balsillie Branch, Lakefeild

Schedule: 16 hours/week

Closing Date: January 21, 2019

To work for the YMCA of Central East Ontario is to:

- Work in a diverse and socially inclusive environment
- Help create meaningful opportunities that impact the lives of individuals
- Help increase the health of our communities
- Feel appreciated as an individual
- Work in an environment where you can make a meaningful contribution
- Have work-life balance and a family friendly environment to help you balance your personal and work commitments
- Make a difference in your community

You can accomplish all of this while having fun in a challenging and dynamic atmosphere!

The YMCA of Central East Ontario is a charity dedicated to strengthening the foundations of community by being a recognized leader and valued partner in the development of healthy communities. This position requires a commitment to the Y mission and core values of caring, honesty, inclusiveness, respect, responsibility, which form the foundations of all Y programs and services.

What You Will Do:

The Camp Coordinator works closely with the Supervisor of Preschool, Youth and Camp in providing counsellor development, training, coaching and supervision that reflects the missions and values of the organization. Provide leadership and guidance in communication with parents and/or guardians and behavior management.

Specific Responsibilities Include:

- Direct, support and assist team members in the delivery of high quality programming in accordance with the YMCA Policies and Procedures.
- Provide positive, hands on leadership to staff team.
- Ensure program plans are followed and monitored with specific measurements of success.
- Create weekly schedules, newsletters and sign in/out sheets.
- Exercise good judgement in conflict resolution.
- Ensure that all program areas are staffed appropriately to meet camper ratios.
- Respond to first aid and emergency situations as required.
- Model, establish and maintain positive daily communication with children, families, YMCA staff
- Act as a professional role model for children, parents/guardians, volunteers, students and fellow staff members.
- Participate in all YMCA trainings, meetings and childcare events.
- Complete a minimum of two (2) performance reviews of staff team
- Provide excellent customer service, positive social experiences and role model the YMCA core values – Honesty, Respect, Responsibility, Caring and Inclusiveness.
- Represent the YMCA and the Association in a professional manner at all times.

What you will bring to the position:

- Clear Vulnerable Sector Check
- Current First Aid and CPR Level C
- Minimum of three years of camp experience, or the equivalent of camp counselling/camp experience.
- Well-developed interpersonal and relationship building skills; ability to establish a rapport and excellent communications with children, parents/guardians, volunteers, members and fellow staff members.

Working Conditions:

- Hours are Monday-Friday between 7:30am to 5:30pm (some evening and weekends as required)
- Staff must be available once a week beginning May 1, 2019 and Monday June 24, 2019-Friday June 28, 2019 for Mandatory Staff Training.
- Must be available to work until Friday September 2, 2019
- Must be comfortable working outdoors and in a high paced environment
- Multitasking and time pressures
- Must have your own transportation or access to own transportation

What the YMCA of Central East Ontario has to offer:

- Pension plan is offered to all once staff qualify
- YMCA membership
- Staff discounts for Child Care
- Health, Rx, vision, dental, long term disability, and life insurance for full time, permanent employees
- Employee Assistance Program
- Training and development opportunities
- A rewarding job

How to Apply:

All interested candidates are to submit a resume to:
Charlotte Van Spronsen
Manager, Community Outreach and Youth
charlotte.vanspronsen@ceo.ymca.ca

Applications will be received until January 21, 2019

We appreciate your interest in a career opportunity with the YMCA of Central East Ontario. Please note that with the high amount of applicants, only those selected for an interview will be contacted.

The YMCA of Central East Ontario is committed to an environment that is barrier free; if you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Central East Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.