



Summer Camp Coordinator

Position Type: Part time summer contract 10 weeks (June 04 - August 31, 2018: 35 hours per week) **Note: Program requirements are that applicants must be returning to school in September 2017, and between the ages of 15 – 30 years old.** A vulnerable sector criminal record check is required for employment.

Employment period: June 04, 2018 to August 31, 2018

Salary: \$15.00 hour

Job Area: Nepean

The successful candidate will be responsible for outreach, registration coordinating, facilitating and supervising sports, social and recreational activities in designated neighbourhoods.

Principal responsibilities and duties

- Price, budget, and making recommendations for the purchase of program supplies for summer programs and theme days, as they pertain to Day Camps
- Design weekly and daily program lesson plans
- Process camp registrations
- Promote camp program to local schools
- Liaise with participants, parents/guardians on a daily basis
- Deliver high quality customer service
- Assist with the orientation, training, scheduling, supervising and evaluation of Day Camp Counsellors
- Provide safety supervision of Day Camp activities
- Ensure safety on the site while carrying out planned activities
- Maintain program records, equipment, supplies and general upkeep
- Prepare end of summer report
- Database entry
- Other duties assigned by the Youth Program Coordinator

Education

- Be enrolled in Post-Secondary in Recreation, Physical Education, Sports Management, Social Work or combination of education and experience

Qualifications

- Previous experience working with others in a team approach
- 2 years related leadership experience in sport/social or recreation activities for children and youth
- Valid First Aid and CPR (level C) Certification
- Basic computer skills
- Excellent organization capability
- Leadership ability
- Strong interpersonal and communication skills
- Must commit to work within NROCRC's model of Community Development
- A vulnerable sector criminal record check is required
- Fluent written and verbal skills in English. Fluency in Arabic is an asset

**Please submit your cover letter and resume by 4:30 p.m. May 18, 2018
Interviews will be held on May 23rd.**

Reply to: Janet Donovan

By email: jdonovan@nrocr.org

We would like to thank all candidates for applying, however, only those selected for an interview will be contacted directly. Due to the high volumes of interested applicants, we will not be able to receive phone calls asking for more information on available positions.

NROCRC is an equal opportunity employer committed to building a diverse work team representative of the community we serve.

NROCRC welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.