



THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE EMPLOYMENT OPPORTUNITY

Summer Camp Program Coordinator

Reporting to the Camp Director, the Camp Program Coordinator is responsible for the following:

Duties and Responsibilities:

- Oversees all daily camp operations and staff
- Oversees the development of camp program plans to ensure quality control
- Coordinates inter-program and/or camp-wide activities
- Assists Camp Director with weekly scheduling of staff and volunteers
- Provides consistent direction and feedback to camp staff to support programming
- Supports Camp Supervisors with daily tasks as necessary at various locations/facilities
- Communicates with parents, guardians, and participants as necessary
- Interacts with staff, participants, parents/caregivers, and other community members to provide program information
- Handles incidents, conflicts, emergencies, and concerns/inquiries as appropriate
- Ensures program supplies and equipment are ordered and are maintained in a safe working condition
- Assists Camp Director with pre-camp planning
- Performs administrative tasks as assigned
- Supports Camp Director with the recruitment, hiring and training of staff
- Supports Camp Director with the facilitation of camp staff training and orientation
- Supports Camp Director with the planning and coordination of weekly staff meetings
- Other duties as assigned

Qualifications and Competencies:

- Currently enrolled in post-secondary education full-time or returning full-time in Fall 2022
- Minimum 2 years' experience working with children in a recreation/camp environment, previous municipal experience an asset
- Minimum 1 year experience supervising in a recreation/camp environment
- Must be available to work all nine (9) weeks of the summer camp schedule (July 4- September 2)
- Exceptional customer service skills and experience working with parents and other key recreation stakeholders
- Ability to effectively direct and delegate to staff and volunteers
- Solid organization, communication, and leadership skills
- Proven recreation and camp programming experience
- Valid Class G2 or G License and access to personal, reliable vehicle and a driving record in good standing
- Current Standard First Aid and CPR 'C' mandatory before start date
- Job Offers are contingent upon the successful completion of a Vulnerable Sector Check (ages 18+)



- *This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code*

If you are interested in joining our team, please forward your resume to: Alexandra Winslow, Camp Director c/o Uxpool, 1 Parkside Dr, Uxbridge ON, L9P 1K7 or email to: camps@uxbridge.ca by **February 7, 2022, specifying the position you are applying for.**

We thank all applicants and advise that only those to be interviewed will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.