



EMPLOYMENT OPPORTUNITY

Community Services – Camp Program Coordinator, contract

This contract position begins May 29, 2023 and ends September 1, 2023.

Duties and Responsibilities

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

- Oversee all daily camp operations and staff
- Oversee the development of camp program plans to ensure quality control
- Coordinate inter-program and/or camp-wide activities
- Assist Camp Director with weekly scheduling of staff and volunteers
- Provide consistent direction and feedback to camp staff to support programming
- Support Camp Supervisors with daily tasks as necessary at various locations/facilities
- Communicate with parents, guardians, and participants as necessary
- Interact with staff, participants, parents/caregivers, and other community members to provide program information
- Handle incidents, conflicts, emergencies, and concerns/inquiries as appropriate
- Ensure program supplies and equipment are ordered and are maintained in a safe working condition
- Assist Camp Director with pre-camp planning
- Perform administrative tasks as assigned
- Support Camp Director with the recruitment, hiring and training of staff
- Support Camp Director with the facilitation of camp staff training and orientation
- Support 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 2023
- 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 1)
- 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+)



If you are interested in joining our team, please forward your resume and cover letter with attention to Hunter Gardner to camps@uxbridge.ca, specifying the role you are interested in. Resumes will be accepted until **February 10th at 4:30pm.**

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.

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.