



A Natural Attraction

City of Quinte West

Job Description

Position: Day Camp Coordinator
Department: Economic Development and Tourism Services
Reports to: Senior Tourism and Special Events Officer

Purpose and Scope:

Working in partnership with Hastings County the Day Camp Coordinator is responsible for the planning, implementation and leading of a safe and well balanced Summer Day Camp Program for the Hastings County/City of Quinte West Backyard Bonanza Day Camp.

Duties and Responsibilities:

- Be responsible for the planning and development of a summer activities program.
- Coordinate staff training in cooperation with Hastings County.
- Regularly update the day camp training manual.
- Oversee the Day Camp Leaders and provide leadership.
- Prepare required reports.
- Lead a balanced program of games, music, drama, crafts and sports specifically designed for the benefit and well-being of the participants.
- To supervise all participants to ensure safety at all times whether it be on site, on a day trip or at a special event.
- To remain flexible, staying focused and being prepared for the daily events of camp.
- To complete all required paperwork including program plans, daily diaries, records and accident forms in a timely manner.
- To perform site inspections every morning and evening to ensure the program area is safe and clean.

- Transport craft and sporting equipment from one of two day camp sites to the other on a daily basis.
- As a representative of the City of Quinte West, to remain professional at all times with regards to: the children/their families, dealing with the public, staff partners at Hastings County and your appearance.
- Other duties as assigned.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Education/Specialized Training/Skills:

The position will require:

- Minimum one year of Post-Secondary School in teaching/early childcare educator/social services or related program.
- Be registered in a full time Post-Secondary School Program and be returning in the Fall.
- A valid "G" Licence and access to a reliable vehicle.
- Provide a Drivers Abstract.
- Provide a clear Vulnerable Sector Check.
- Up to date First Aid/CPR Certification
- Team oriented
- Patient
- Excellent communication skills

Nice to have:

- Previous day camp experience.
- Experience working with Children ages 4 – 12.
- Demonstrated team work and leadership skills.

Contacts:

This position will have direct contact with:

Internal: Senior Tourism and Special Events Officer, Day Camp Leaders.

External: Participating children & parents, the general public, County staff partners.

Work Experience:

- A minimum of three (3) months of work experience required.

Decision Making:

- This position has minimal responsibility related to decision making affecting the department.

Supervision:

- This position does not oversee other staff.

Work Environment:

- Work indoors and outdoors on a regular basis.



Senior Tourism and Special Events
Officer

March 8, 2019

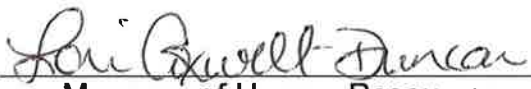
Date



Manager of Economic Development
and Tourism Services

March 8, 2019

Date



Manager of Human Resources

March 8, 2019

Date

