

Municipality of *Bluewater*

HIRING SUMMER DAY CAMP COORDINATOR

The Day Camp Coordinator is responsible for the overall operation of the Municipality's Summer Day Camp Program. This includes staff selection, training and supervision, program development, liaising with the County of Huron Staff, relationship building with caregivers, implementing registration, program promotion and sponsorship program.

A vulnerable sector background check must be provided by the date of employment.

The duration of employment is 16 weeks, starting May 12, 2025 to August 29, 2025.

The wage range for this position is: \$19.31-\$24.14 Hourly *2025 increase pending

Qualifications

- Enrolled in or completed a university or college program.
- Previous experience working with children.
- Strong interpersonal, communication, leadership, and public relations skills.
- High Five Principles of Healthy Child Development (PHCD), or willingness to obtain prior to employment.
- Certified First Aid CPR.
- Valid Class G Driver's License.
- Vulnerable Sector Background Check.
- Previous experience Day Camp experience is an asset.

Visit <http://www.municipalityofbluewater.ca/municipal-office/careers/> to view the Job Description.

Resumes will be accepted until 12:00 p.m. on Friday, January 17, 2025.

Interested persons please submit resumes to:

Denver Boertien, Recreation Coordinator

Municipality of Bluewater

14 Mill Ave.

Zurich ON, N0M 2T0

P: 519-280-0103 • F: 519-236-4329

E: reccoordinator@municipalityofbluewater.ca

The Municipality of Bluewater is an equal opportunity employer. Disability-related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Day Camp Coordinator

DEPARTMENT: Facilities

REPORTS TO: Recreation Coordinator

POSITIONS SUPERVISED: Recreation Program Leaders

PAY STATUS: \$19.31-\$24.14 Hourly *2025 increase pending

Position Summary

The Day Camp Coordinator is responsible for the overall operation of the Municipality's Summer Day Camp Program. This includes staff selection, training and supervision, program development, liaising with the County of Huron Staff, relationship building with caregivers, implementing registration, program promotion and sponsorship program.

Major Responsibilities:

Participates in the recruitment and selection of Recreation Program Leader staff.

Develops and implements a training program for staff.

Evaluates Recreation Program Leaders informally on an ongoing basis and completes one formal evaluation per season.

Motivates Recreation Program Leaders in their work, through role modeling skills and appropriate behaviour.

Oversees and approves all recreation program plans and provides feedback and guidance to Recreation Program Leaders within budget.

Ensures safety of participants.

Plans, schedules, and implements special guests and local outings within budget.

Resource and purchases supplies and equipment for activities planned in program plans within budget.

Reviews previous year end reports and recommendations to continually improve the Municipality's program.

Solicits feedback from Recreation Program Leaders and participants.

Liaises with Recreation Coordinator on a regular basis.

Coordinates with arena and parks staff on facility usage requirements.

Liaises with County of Huron in approval process and subsidy program.

Collects and approves time sheets of Recreation Program Leaders.

Completes a year-end report to council and makes recommendations for the future.

Assists Recreation Program Leaders in day-to-day camp activities, special guests, local outings and daily signing in and out of program participants.

Interacts with parent/guardians reporting on successes and challenges as needed.

Intervenes and problem solves disputes between participants.

Creates registration through online booking system and continues to monitor registration throughout the summer.

Implements a sponsorship initiative to help offset costs.

Performs other duties as assigned.

More Details:

Responsible for solving disputes with participants and Recreation Program Leaders.

Revise procedures and policies relating to the safe operation of the program.

Maintain confidentiality of participant information on a regular basis (i.e., medical information).

Qualifications:

Enrolled in or completed a university or college program.

Previous experience working with children.

Strong interpersonal, communication, leadership, and public relations skills.

High Five Principles of Healthy Child Development (PHCD), or willingness to obtain prior to employment.

Certified First Aid CPR.

Valid Class G Drivers Licence.

Vulnerable Sector Background Check.

Previous experience Day Camp experience is an asset.

Working Conditions:

Frequent interruptions requiring flexibility and priority setting.

Frequent travel between camps is expected.

Mental strain in dealing with challenging participant behaviour and caregivers.

Some exposure to poor weather conditions.

Some light lifting required.

Moderate levels of physical activity while engaging with Campers.

Approvals:

Incumbent

Date

Manager

Date