



Preston Heights Community Group is seeking a:

**Summer Camp Leader  
10 Week Contract Position 1  
June to August 2022**

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**Rate of Pay:** \$16.00/hr  
**Hours Per Week:** 37.5 total hours  
**Start Date:** June 13th 2022

The Preston Heights Community Group has been serving youth in our community for over 30 years. Our Summer Day Camp Program is a long-standing tradition! Come join our team and experience all the fun Summer Camp has to offer.

In this fun and engaging role, the Summer Program Coordinator will lead a team of five Summer Camp Facilitators in providing a safe and inclusive summer program for children ages 4-12 years old. In addition this role will provide support and leadership to our team of LIT's (Volunteer Leaders in Training)

### **Responsibilities**

#### **Supervision**

- Lead a team of 6 summer camp facilitators (4 Facilitators and 2 Inclusion Facilitator)
- This role is the key contact for Preston Heights Summer Program and responsible for upholding agency standards
- Lead weekly team meetings and daily staff one to one check in for supervision and support
- Ensure staff are adhering to all health and safety policies of Preston Heights Community Group
- Facilitate and Participate in the training of Facilitators
- Address any issues in a timely manner and inform supervisor immediately
- Report any concerns immediately to Supervisor or Executive Director
- Coach and mentor Facilitators in team development, communication and conflict

resolution

- Ensure all program staff follow through with direction
- Provide excellent customer service to participants, families/caregivers and team members

### **Program Coordination**

- Plan and implement a high quality program of varied activities for 6 weeks of camp for children ages 4-12 years
- Ensure adequate supplies are available at program site for programs, maintaining inventory lists and purchasing supplies as needed
- Interaction daily with children in camp
- Lead camp in the event of Facilitator absence or as needed requested by direct supervisor or Executive Director
- Perform all administrative duties required for camp; scheduling, requisition of funds for outings, guests etc...
- Complete and document daily site checks
- Complete all required end of camp reports and paperwork and submit by final day of employment
- Other duties as assigned

### **Health and Safety**

- Perform daily site safety checks
- Ensure all Facilitators are adhering to Preston Heights Community Group Health and Safety Policies and Procedures
- Ensure adherence to Preston Heights Community Group Summer Camp Manual
- Review and confirm all program plans include safe practices
- Other duties as assigned

### **Other**

- Attend all meetings and trainings as required
- Accept and perform all other duties as assigned
- Maintain the confidentiality of all participants, families, staff and Preston Heights Community Group

### **Qualifications, Experience and Skills**

- Experience working with children and youth
- Completed or enrolled in studies pertaining to; Recreation and Leisure, Child and Youth Work, Social Services or similar programs considered an asset
- Supervisory skills an asset
- Must meet the requirements of the funding body (Summer Jobs Canada)
- Knowledge of Preston Heights Community Group an asset
- Strong organizational skills and the ability to manage multiple tasks
- Excellent program planning skills with knowledge of songs, games, crafts etc...
- Demonstrated written and oral skills
- Conflict resolution skills
- Standard First Aid and CPR C
- High 5 Principles of Healthy Child Development
- Completed Police Records Check
- LEAD Certification considered an asset

Please apply with your resume and a cover letter, detailing your experience as it pertains to this position to:

Ellia Losching  
Community and Recreation Coordinator  
Ellial@prestonheights.ca

Only those selected for an interview will be contacted, no phone calls please

*The Preston Heights Community Group is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants please advise of any accommodations needed.*

*We thank all applicants; however only those selected for an interview will be contacted.*

