



Preston Heights Community Group is seeking a:

Summer Program Coordinator

10 Week Contract Position

June to August 2023

Rate of Pay: \$17.00/hr

Hours Per Week: 37.5 total hours

Start Date: Week of June 5th, 2023

End date : Week of August 14th, 2023

Duration of Position: 10 Weeks

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 ten 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 10 Summer Camp Facilitators (6 Facilitators and 4 Support Facilitators)
- 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 Summer Camp Facilitators, and Leaders Training (LITs)
- Ensure that program sites including indoor and outdoor spaces are safe, clean and sanitised
- 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 age-appropriate activities for 6 themed 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 a 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
- Ensure the safety of all participants, program staff, and leaders in training
- 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

- Proven leadership and supervisory skills
- Experience working with diverse communities
- Must meet the requirements of the funding body (Summer Jobs Canada)
- Knowledge of Preston Heights Community Group is considered an asset
- Strong organisational skills and the ability to manage multiple tasks
- Excellent age appropriate 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 is an asset
- 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 Loschnig

Community and Recreation Coordinator

phcgsummercamp@gmail.com

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.