



Preston Heights Community Group is seeking a:

Summer Program Facilitator

8 week summer Contract Position

June to August 2023

Rate of Pay: \$16.00/hr

Hours Per Week: 37.5 Total hours

Start Date: Week of June 19th, 2023

End Date: Week of August 15th, 2023

Duration of Role: 8 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 Facilitator will work as part of a collaborative team to lead 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

Program Coordination

- Plan and implement a high quality program of varied age-appropriate activities for 6 weeks of camp for children ages 4-12 years
- Interact daily with parents and caregivers of children in camp
- Will ensure the cleanliness and safety of the program site and maintain positive communication with school staff
- Supervise any off-site trips for all children in camp
- Supervise participants when guest speakers are attending camp
- Lead all programs daily with fellow Summer Camp Facilitators and Inclusion Facilitators
- Support the needs of all children attending camp
- Ensure adequate supplies are available at program site for programs, maintaining inventory lists
- Complete and document daily site checks
- Complete all required end of camp reports and paperwork and submit by final day of employment
- Perform administrative duties required for camp, attendance, program plans, evaluation
and incident forms etc...
- Other duties as assigned

Health and Safety

- Perform daily site safety checks
- Follow all of the 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
- Experience working with diverse communities
- 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 is an asset
- Strong organisational 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 is an asset
- Completed Police Records Check

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.

