



Preston Heights Community Group is seeking a:

Summer Program Support Facilitator

8 Week Summer Contract Position

June to August 2023

Rate of Pay: \$16.00/hr

Hours Per Week: 37.5 Hours

Start Date: Week of June 19th, 2023

End Date: Week of August 14th , 2023

Duration of Position: 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 Support Facilitator will work as part of a collaborative team to lead a safe and inclusive summer program for children ages 4-12 years old. This role will specifically support the modification of program content and/or delivery and will provide additional support to children in camp. In addition, this role will provide support and leadership to our team of LIT's (Volunteer Leaders in Training).

Responsibilities

Program Coordination

- Support the implementation and planning of a high quality program of varied age-appropriate activities for 6 weeks of camp for children ages 4-12 years.
- Ensure that all programs are able to be modified and supported to meet the needs of all children in camp
- 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
- Will participate in daily team check-in meeting and weekly one to one meetings with Program Coordinator
- Report any and all concerns to Program Coordinator and/or Recreation Coordinator / Executive Director
- Supervision of off-site trips for all children in camp
- Will provide break coverage for primary camp staff as well as serve as the aftercare staff
- Support the needs of all children attending camp
- Ensure adequate supplies are available at program site for 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
- Inclusion and Diversity training and/or education an asset
- Previous experience in supporting inclusion considered an asset
- Must meet the requirements of the funding body (Summer Jobs Canada)
- Knowledge of Preston Heights Community Group 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.

