



Town of Erin
Parks & Recreation Department

Summer Camp Director

Job description and duties are currently under review

PURPOSE OF POSITION

The Town of Erin is seeking a Camp Director that is passionate about team leadership and making great summer memories for our staff and participants. The Camp Director will develop a high quality camp and special programs that are stimulating and enjoyable for all participants and staff. We believe that kids amazing camp experiences begin with amazing people like you.

Major Responsibilities

- Supervise, coach and mentor staff
- Assist with promotion of programs
- Plan, organize and deliver high quality safe and stimulating camp activities for all levels of participants
- Provide a high level of front line customer service including greeting and engaging participants
- Communicate with parents/guardians regarding participant's daily activities and overall well-being
- Assist in the development, delivery and documentation for staff training and meetings
- Plan and organize high quality safe and stimulating programs for all levels of participants
- Facilitate daily attendance reporting including follow up telephone calls in the event of absent camper
- Complete administrative duties in a timely manner (i.e. staff and program schedules, reports and incident/accident reports)
- Administer medications according to policy
- Handle program feedback in a professional manner by providing exceptional customer service
- Monitor the use of equipment and supplies, conduct inventory counts and re-stock as needed
- Report all concerns, accidents and incidents to immediate supervisor for follow up and take appropriate action
- Maintain complete vigilance while on duty and be ready to respond to any emergency situation
- Maintain an understanding of department programs and services
- Understand, adhere to, and enforce Corporate Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health and Safety Standards for all participants and staff
- Attend meetings/training as required
- Performs other duties as assigned

Position Requirements

- Minimum 1 year youth program, camp or supervisory experience
- Experience working with children
- Excellent interpersonal and communication skills
- Strong problem solving skills
- Completion of a Leadership In Training (LIT) program is considered an asset
- Current Standard First Aid / CPR C / AED from an accredited organization
- HIGH FIVE® Principles of Healthy Child Development (PHCD) is considered an asset
- Valid Ontario driver's licence and use of a vehicle an asset
- Submit or agree to a Vulnerable Sector Criminal Record Check
- Exceptional customer service and communication skills

Working Conditions and Environment

- The successful incumbent shall work at the Erin Community Centre, located at 14 Boland Drive in Erin, Ontario. Variable 8 hour shifts between 7:00am-6:00pm, Monday through Friday. However, the incumbent may be required to work outside of normal program hours on occasion.

Interested applicants may submit their resumes to HR@Erin.ca. Resumes will be accepted until **12:00PM, Friday, June 21st, 2019.**

Hiring will be subject to the successful passing of a Criminal Reference Check and verification of education and required certifications'. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town of Erin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.