



# The Corporation of the Town of Tecumseh

## JOB DESCRIPTION

<b>Position:</b>	Day Camp Coordinator
<b>Department:</b>	Parks and Recreation
<b>Salary Range:</b>	\$14.00/hour (subject to review)

### Position Summary:

Reporting to the Manager, Recreation Programs and Events, the Day Camp Coordinator is responsible for coordinating, implementing and evaluating the Summer Day Camp Program for children from ages 5 to 13 years, in a variety of sport and recreation activities that promote healthy growth and development.

### Duties and Responsibilities:

- Price, budget, and make recommendations for purchase of program supplies for summer programs and theme days, as they pertain to Day Camps.
- Design weekly and daily program lesson plans.
- Process camp registrations.
- Promote camp program to local schools.
- Ensure staff and participants ratios are maintained.
- Liaise with participants, parents/guardians on a daily basis.
- Deliver high quality customer service.
- Assist with the orientation, training, scheduling, supervising and evaluation of Day Camp Counsellors.
- Plan, develop and head staff training program.
- Provide safety supervision of Day Camp activities at the Tecumseh Arena.
- Ensure safety on the site while carrying out planned activities.
- Maintain program records, equipment, supplies and general upkeep.
- Be familiar with WHMIS regulations and observe all Health and Safety policies and procedures of the Town of Tecumseh.
- Prepare end of summer report.
- Other duties assigned by the Manager, Recreation Programs and Events.

### Requirements:

- Minimum University/College level with interest in a child care related field. (i.e. Human Kinetics, E.C.E., or Recreation)
- Preference given to candidates with HIGH FIVE certification with QUEST considered an asset.
- Minimum three (3) years' experience in children's programs and/or recreational programs.
- Experience working with children, or related education courses in childhood development.
- Standard First Aid with CPR-C
- Automatic External Defibrillator.
- Perceptive in working with children.
- Creativity in program planning.
- Strong communication skills.

\*Note: Will be required to submit a current Police Clearance Check prior to hire when requested by municipal staff.