



JOB POSTING

Monday, January 30, 2012

Day Camp Coordinator

Full Time Contract

Hamilton Downtown Family YMCA

79 James Street South

Hamilton, Ontario

Salary Range:

Placement: March 2012 - September 30 2012

Overview:

As one of the largest charitable community service organizations in Canada, the YMCA of Hamilton/Burlington/Brantford responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Responsibility, Caring, Honesty and Respect, as well as, a commitment to building developmental assets in children and adults.

Nature & Scope:

The Day Camp Coordinator reports directly to the Director of Day Camping and is responsible for facilitating the delivery of the summer day camp program at 9 different locations. The coordinator will be responsible assisting with: hiring of approx. 175 day camp staff; assisting with senior staff and counselor training; direct performance management of 9 site directors and supporting those directors in the management of their staff teams, delivering and coordinating promotions in Hamilton/Burlington/Brantford; ordering equipment and supplies; evaluating and monitoring camps, employees, and campers; parent liaison and conflict resolution; delivery of camp supplies; and upholding YMCA and OCA day camping policies and standards. During the off-season, the coordinator will work out of the Day Camp office at the Hamilton YMCA and during the summer camp season will be responsible for daily travel to camp locations.

Responsibilities:

- Answer camp phone and respond to parent questions and concerns regarding our day camp programs
- Ensure needed supplies for camp are identified and orders are made in a timely manner
- Assists with the hiring and training of camp staff
- Performance management of front line staff
- Responsible for monitoring camp activities, supplying resources, giving direction, and ensuring quality, safe programs
- Filing, photocopying, and checking inputted registration forms
- Conduct financial assistance appointments
- Other responsibilities as required in dynamic working environment
- Ensure that all parent phone calls are returned daily

- Make decisions within established parameters and in consultation with the Director of Day Camps
- Coordinate day camp promotions
- Able to fulfill a April-September contract
- Develop and lead senior staff training as outlined by the Director
- Liaison with the Hamilton Conservation Authority
- Complete performance reviews on outdoor senior staff
- Coordinate site openings/closings including booking moving trucks as applicable
- Coordinate bussing at YMCA Camp Chippewa

Qualifications:

- 2 year post secondary degree/diploma, or pursuing same, in any discipline but preferably in the area of leisure and recreation, social services, child and youth worker or education
- Bronze Cross certification is an asset
- Current standard First Aid and Basic Rescuer (CPR)
- Coaching or program certification in camp resource areas is an asset
- Previous YMCA camping or child and youth program experience is preferred
- Strong interpersonal skills
- Supervisory experience, preferably in a camp setting
- Must submit clear Criminal Reference Check prior to commencing work
- Strong interpersonal and conflict resolution skills
- Knowledge of OCA and High Five standards an asset

Competencies:

- Organized and efficient
- Concern for Health and Safety
- Service Oriented
- Team Leader, able to motivate others
- Quality focus
- Commitment to Caring, Honesty, Respect and Responsibility
- Focus on Developmental Assets and child development

If you are interested in this position, please submit your letter of application and resume by **February 11th 2012** to:

Shawna MacLellan
Director of Day Camps
YMCA of Hamilton/Burlington/Brantford
79 James St. S Hamilton ON

We thank all applicants, however, only those considered for an interview will be contacted.

Thank you.

Email: shawna_maclellan@ymca.ca