



YMCA

We build strong kids,  
strong families, strong communities.

## JOB POSTING

Tuesday, February 7, 2012

### **YMCA Day Camp Helping Hands Site Director**

**Hamilton Downtown Family YMCA**

**79 James Street South**

**Hamilton, Ontario**

**Salary Range: \$12.00/hr**

**Placement: June 2012**

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### **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 Helping Hands Site Director is responsible for providing supervision and assistance to the Helping Hands Counselors who are providing 1:1 support to children with a variety of special needs. The Helping Hands Site Director reports directly to the Special Needs and Behavior Management Specialist. The site director will provide leadership to the staff team (approximately 13 staff) and assistance with the integration of all children into the camp environment, including parental contact, completing documentation, assisting with personal care and providing direct hands-on support.

### **Responsibilities:**

- Provides staff supervision including training and performance evaluation of Helping Hands counselors
- Provide assistance with the development and maintenance of an inclusive camp program
- Assists with all aspects of the operation of camp (registration, parent liaison, promotion, set up)
- Provide leadership to all staff training
- Assist in the leadership of bi-weekly staff meetings
- Other duties as assigned
- Ensure there is sufficient supplies and equipment for the delivery of an inclusive program; communication aids, adaptive equipment
- Works to address possible areas of concern in a proactive manner; minimizing the disturbance to the camp program and the child's experience
- Ensures Special Needs and Behavior Management Specialist and Camp Director are informed of any serious occurrences/complaints about camp
- Must attend all staff training sessions
- Ensures that all staff on site adhere to Policies and Procedure developed by the YMCA
- Makes immediate decisions to ensure safety and reacts accordingly to a crisis
- Is able to address parental concerns and ensure maximum customer satisfaction

**Qualifications:**

- 2 year post secondary degree/diploma, or pursuing same, in any discipline but preferably to be a field with a focus on special populations
- Current standard First Aid and Basic Rescuer (CPR)
- Significant experience working with children with special needs in a variety of settings
- Previous YMCA camping or child and youth program experience is preferred
- Extensive knowledge of integrated recreation setting and how to achieve them
- Strong interpersonal skills
- Supervisory experience, preferably in a camp setting
- Must submit clear Criminal Reference Check prior to commencing work
- Non- violent crisis intervention is an asset

**Competencies:**

- Concern for Health and Safety
- Child and Youth Focused
- Service Oriented
- Team Player, yet able to work individually
- Quality focus
- Commitment to Caring, Honesty, Respect and Responsibility
- Focus on Developmental Assets and child development

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If you are interested in this position, please submit your letter of application and resume to:

**Shawna MacLellan**

Director of Day Camps and Community Outreach

YMCA of Hamilton/Burlington/Brantford

79 James St. S Hamilton ON

(P) 905 529 7102 ext 5012

(F) 905 317 4917

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

**Thank you.**

Email: [hamburl\\_daycamps@ymca.ca](mailto:hamburl_daycamps@ymca.ca)