



JOB POSTING

Tuesday, February 7, 2012

YMCA Day Camp Program Director

**Hamilton Downtown Family YMCA
79 James Street South
Hamilton, Ontario**

Secondary Location: Tansley Woods, Christie's Conservation Area

Salary Range: \$10.50/hr

Placement: May 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 Program Director is responsible for creating and facilitating the delivery of safe age appropriate and site-specific programming. The Program Director will provide direct leadership to a team of Counselors, Junior Counselors, and Campers. The Program Director is generally on site all day and reports to the Site Director. Program Directors are knowledgeable in camp activities, song, behavior management, and supervising a staff team (approximately 10-15 staff)

Responsibilities:

- Skilled in teaching activities in variety of camp areas
- Assist with recruitment, selection, supervision of staff
- Provide input into staff meetings
- Provide support and guidance to all staff including the supervision of camp counselors and volunteers
- Oversee the development and execution of programs, activities, and the schedule
- Assist the Site Director with the day-to-day operations of camp
- Plan and initiate staff and junior counselor training sessions
- Parent communication and child guidance
- Additional duties as assigned
- Maintains high standards in program delivery, communication, coaching and mentoring of all staff assigned to program area
- Reports directly to the Site Director
- Regular contact with staff, camp participants, parents, community agencies, and volunteers involved in the program

- Provides training and supervision of seasonal staff
- Responsible for the approval of schedules and/or assigned shifts
- Further support staff in the planning, supervision, and leading of activities when needed
- Responsible for managing supplies and making purchasing decisions

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 ORCA certification 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

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

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