



YMCA

We build strong kids,
strong families, strong communities.

JOB POSTING

Tuesday, February 7, 2012

YMCA Day Camp Site Director - Indoor

Hamilton Downtown Family YMCA

79 James Street South

Hamilton, Ontario

Salary Range: \$10.75-\$11.50/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 Site Director is responsible for the day-to-day operations of an indoor YMCA Day Camp. The Site Director reports directly to the Director and/or coordinator of day camping and provides leadership, supervision, and guidance to the staff team at their site. Camp locations and site sizes include:

- Tansley Woods Community Center (Burlington: 100-120 children, 16 staff)
- Downtown YMCA (Hamilton: 85-95 children, 11 staff)
- Brantford YMCA (Brantford: 30 children , 3 staff)

Responsibilities:

- Co-ordinates programs and ensures safe, quality programs for participants and staff
- Provides staff supervision including training and performance evaluations of camp counselors
- Develops and implements comprehensive camp programs
- Assists with all aspects of the operation of camp (registration, parent liaison, promotion, set up and camp closing)
- Maintains strong relationships with others
- Provides maximum customer satisfaction and resolves parental concerns
- Provides leadership to all staff training
- Upholds YMCA policies and procedures
- Leads daily staff meetings
- Other duties as assigned
- Reports directly to the Director of Day Camping
- Ensures all forms are distributed to campers
- Responsible for maintaining a petty cash
- Maintains accurate camp documents and records

- Ensures that there is sufficient supplies and equipment for the delivery of the program
- Provides direct supervision to counselors and junior counselors and program directors/Area Heads
- Ensures GM and Director are informed of any serious occurrences/complaints about camp
- Must attend all staff training sessions
- Must full participate in all water and land activities
- Ensures that all staff on site adhere to Policies and Procedures 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
- Maintains regular contact with staff, camp participants, parents, community agencies and volunteers involved in program

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

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

Thank you.

Email: hamburl_daycamps@ymca.ca