



Helping Hands Site Director

Camp Chippewa

JOB DESCRIPTION

Job Title:	Helping Hands Site Director	Date Prepared:	December 2009
Level:	11	Range:	\$12.00/hour
Department:	Day Camping	Prepared by:	U. Vrkljan

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 11 staff) and assistance with the integration of all children into the camp environment, including parental contact, completing documentation, and providing direct hands-on support.

JOB SPECIFICATIONS

EDUCATION/EXPERIENCE

- 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

COMPLEXITY/ANALYSIS

- 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

POSITION CONDITIONS

- This position requires the incumbent to work outdoors/indoors during the summer months under various weather conditions conducive to the summer season

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

CONTACT INFORMATION/HOW TO APPLY

Please forward your cover letter (please indicate position/program/location preferences, previous experience, and summary of qualifications) and resume to:

Samantha Tubman
Director of Day Camping
905-529-7102 ext 5012

Mail or drop off to: 79 James Street South
Hamilton, ON L8P 2Z1

E-mail: Samantha_tubman@ymca.ca

Fax: YMCA Day Camping, 905-529-6682

Thank you to all applicants who apply, however only those selected for an interview will be contacted.