



Program Director

Tansley Woods (Burlington), Specialty Chippewa (Christie's Conservation Area)

JOB DESCRIPTION

Job Title:	Program Director	Date Prepared:	December 2009
Level:	11	Range:	\$10.50/hour
Department:	Day Camping	Prepared by:	U. Vrkljan

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)

JOB SPECIFICATIONS

EDUCATION/EXPERIENCE

- 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

COMPLEXITY/ANALYSIS

- 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

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.