



Program Specialists- Camp Chippewa

(Archery, Canoeing, Arts and Crafts)

JOB DESCRIPTION

Job Title:	Program Specialist	Date Prepared:	December 2009
Level:	11	Range:	\$10.25/hour
Department:	Day Camping	Prepared by:	U. Vrkljan

A program specialist is responsible for the supervision of campers and programming of activities for Hamilton/Burlington/Brantford YMCA Day Camps. The Program Specialist will report directly to the Area Head/Program Director. The Program Specialist will have specific qualifications and skills related to the position and will be responsible for training both staff and campers in the area. Program Specialists will not have the direct responsibility for a group of campers, but will assist with supervision, guidance, and parent interactions. Specialists will provide age-appropriate programming for rotating groups of children.

JOB SPECIFICATIONS

EDUCATION/EXPERIENCE

- 17 years of age before the summer
- Attending or completion of post-secondary school
- Current standard First Aid and Basic Rescuer (CPR)
- Bronze cross certification is an asset
- ORCA certification is an asset
- Previous YMCA camping or child and youth program experience is preferred
- Demonstrated experience in specific area
- Must submit clear Criminal Reference Check prior to commencing work

DAILY DUTIES

- Greet parents/guardians each morning when they drop off children and in the evenings at pick up
- Ensure safe, quality programs for participants and staff
- Program activities and events on a rotational basis for camper groups
- Develop and implement comprehensive camp programs
- Assist with parent liaison, promotion, set up, and clean up
- Is able to address parental concerns and ensures maximum customer satisfaction
- Provide leadership to all campers

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
905-529-7201 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.