

## Day Camp Coordinator

- Day Camp Coordinator – **Helping Hands Program**
- Day Camp Coordinator – **Inclusion Support**

**Position Type:** Seasonal Contract

**Hourly Rate:** \$23.50/hour

**Placement:** March 2024 – August 2024

- March 2024; a part time work schedule based on 10-20 hours per week; remote work subject to operational needs. Evenings may be required.
- April 2024- August 2024; a full time work schedule based on 40 hours per week

### Position Description:

Reporting to the Manager of Day Camp with a dotted line to the General Manager of Inclusion Services. This position is responsible for the coordination and implementation of Day Camp. The Day Camp Coordinators are responsible for the recruitment, training, and supervision of Day Camp staff for all YMCA Day Camp locations. Day Camp Coordinators will provide leadership to the staff team and assist with inclusion of children attending and their safety, well-being, belonging and engagement at camp.

### In this role, you will:

- Recruit, train, and mentor all staff and volunteer team members for the purpose of delivering excellence in customer service.
- Provide direct supervision of Day Camp staff, program participants and volunteers.
- Be responsible for the scheduling, performance management, and onboarding and timesheet preparation for Day Camp Staff.
- Contribute to a culture of inclusion and provides strategies and develops plans to help campers to be successful in 1:10 ratio and attending through Helping Hands program.
- Build staff capacity with tasks such as behaviour modification and personal care including changing, toileting, lifting and feeding as required.
- Support program development and purchasing of materials that supports the needs of campers.
- Create inclusion aides such as fidget tools, visuals, etc based on information received during intakes.
- Assist with parent communication and strong customer service skills.
- Maintain accurate camp documentation and completes intakes and develops plans for campers that may require one of or a combination of developmental, physical, medical and/or behavioural modifications and accommodations.
- Provides on-going communication with Helping Hands counsellors, as well as camp counsellors and supervisors, children, parents/caregivers and community agencies to ensure the well-being, participation and inclusion of campers.

The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity. We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply. If you need any accommodation throughout the recruitment process, please do not hesitate to contact our Human Resources Department [hr@ymcahbb.ca](mailto:hr@ymcahbb.ca)

**You bring:**

- 3 years post-secondary education in a related field.
- 3 years supervisory experience of a team with over 10 staff members.
- Significant experience working with children with disabilities in a variety of settings.
- Computer skills using Microsoft Office, email and/or internet applications.
- CampBrain experience an asset.
- Knowledge of Child Development and related “new” research, and its application in children’s recreational programs.
- Knowledge of community trends.
- Knowledge of Day Camp standards and evaluation tools.
- Current Standard First Aid and CPR-Level C.
- Current satisfactory Police Records Check/Vulnerable Sector Screening is a condition of employment.
- A valid Driver’s license and daily access to a vehicle is required for this position.

**Interested in applying?** Please submit your letter of application and resume by **March 13, 2024**, attention:

**AJ Phillips**  
**Manager of Day Camp**  
**aj.phillips@ymcahbb.ca**