

Day Camp Coordinator-Community Camps

Position Type: Seasonal Contract

Location: Based out of Hamilton Family Downtown YMCA and camp locations in Hamilton and Burlington

Hourly Rate: \$23.50/hour

Placement: April 2024 – August 2024; a full time work schedule based on 40 hours per week. Some evenings/weekends required.

Position Description:

Reporting to the Manager of Day Camp. 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 work with the Day Camp team to ensure developmentally appropriate programming, creating a safety conscious environment for campers and staff.

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.
- Responsible for the scheduling, performance management, and onboarding and timesheet preparation for Day Camp Staff.
- Coordination and delivery of pre-camp promotional events and opportunities.
- Assists with the development of operational plans and budgets for the YMCA Day Camp program.
- Contributes to a culture of inclusion and provides strategies and develops plans to help campers to be successful in 1:10 ratio.
- Supports program development and purchasing of materials.
- Assists with parent communication and strong customer service skills.
- Ensures that program policies and procedures are implemented and monitored proactively.

You bring:

- 3 years post-secondary education in a related field.
- 3 years supervisory experience of a team with over 10 staff members.
- Strong communication and problem-solving skills.
- Time management skills- must be able to plan, organize and prioritize.
- 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 (within 6 months) 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 **April 12, 2024**, attention:

AJ Phillips
Manager of Day Camp
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