



Town of Innisfail – Job Description Summer Camp Coordinator

Department: Community Services
Reports To: Community Facilitator
Program Length: May to August, 2009
35 hours/week of preparation work May and June
40 hours/week during the weeks that the Day Camps are operating in July and August

Basic Function

Under the supervision of the Community Facilitator, this position is responsible for the development, organization and implementation of summer camps. This position ensures the overall safety and quality of the camps while providing supervision and evaluation of both the camp staff as well as the program.

Typical Duties

Leadership and Administration:

- Provide leadership (i.e. organization, planning, monitoring, evaluating and leading of camps)
- Plan and arrange for all camp activities in advance
- responsible for implementation of the summer camp program
- Plan special events for each camp week
- Organize the lunch plans
- Organize weekly field trips
- Recommend for purchase, oversee the maintenance and transport necessary equipment and supplies for program
- Develop basic safety and operational guidelines, including emergency procedures
- Ensure all specialized equipment is inspected, maintained, set up and stored in a safe and appropriate manner
- Supervise camp counselors

Instruction and Implementation

- Set up and take down program on a daily basis
- Monitor and correct unsafe conditions immediately
- Be aware of individual problems and special needs, especially medical concerns
- Instruct, delegate and coordinate staff duties
- Report daily to Community Facilitator
- Speak with parents on a daily basis; manage any concerns as they arise
- Distribute and pick up participant evaluations
- Maintain confidentiality of participants information
- Perform general janitorial, housekeeping and maintenance duties as they arise

Minimum Qualifications:

- Minimum of 1 year of related post-secondary education (i.e. Recreation, Child Minding, Education)
- Minimum of 1 year experience in recreation & day camp programs or related field
- Possession of a valid Alberta Driver's License
- Current Standard First Aid and CPR certification
- Completed Criminal Records Check within the past 6 months

Competencies:

- Exceptional customer service skills
- Demonstrated ability to work independently with minimal supervision
- Strong oral and written communications
- Demonstrated leadership skills
- Ability to do minor lifting
- Ability to work in noisy conditions
- Ability to work in stressful conditions and deal with conflict situations