



**The Corporation of the Town of New Tecumseth**

**DAY CAMP COORDINATOR**  
**#2017-70**

The Town of New Tecumseth Parks, Recreation & Culture Department is seeking an enthusiastic, dedicated, creative individual to develop, oversee, and facilitate our various Summer Day Camp Programs. The successful candidate, under the Supervisor of Recreation Programs, is responsible for the operation and delivery of the Town of New Tecumseth Summer Day Camp Programs. The Day Camp Coordinator is directly responsible for ensuring programming meets the needs of all campers and is appropriately delivered. A high level of responsibility, a positive attitude, creativity and respect are a must.

**Duties:**

- Develop and evaluate programs to ensure well-balanced, stimulating, age appropriate programs.
- Responsible for ensuring programming meets the needs of all campers and are appropriately delivered
- Train and supervise Day Camp Counsellors, Inclusion Facilitators, and volunteers
- Be familiar with the disabilities, medical conditions, dietary and behavioral concerns of campers and provide appropriate guidance to Camp Counsellors and Inclusion Facilitators
- Ensure excellent customer service with parents and participants.
- Ensure effective integration of children with disabilities.
- Facilitate open communication between campers, parents/guardians, volunteers, Day Camp Counsellors and Inclusion Facilitators

**Qualifications:**

- Must be 18 years or older
- Completion of Grade 12 or equivalent
- Minimum 2 years experience working with children in a Day Camp setting
- Experience working with children with special needs, support workers, caregivers
- Experience working and communicating with parents
- Strong leadership skills, enthusiastic and enjoys working with the public
- Works effectively in a team environment & has strong interpersonal skills
- Must have reliable transportation
- Standard First Aid/CPR Level C
- High Five – Principles of Healthy Child Development is an asset
- Able to pass a Criminal Records Information Check

**Rate of Pay:           \$19.54/hr**

**Contract Dates:       May 28, 2018 – September 7, 2018**

**Please submit your cover letter and resume in Word or PDF format to [careers@newtecumseth.ca](mailto:careers@newtecumseth.ca) no later than 4:30 pm on December 15, 2017.**

**Please quote competition #2017-70 in the subject line of your email.**

We thank you for your interest, however; only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act

**The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.**

For more information and a complete list of current employment opportunities, please visit our website at <http://newtecumseth.ca/town-hall/employment-volunteering/>