

MUNICIPALITY OF THE DISTRICT OF WEST HANTS
PARKS & RECREATION DEPARTMENT
CAMP CO-ORDINATOR
JOB DESCRIPTION

1. Supervise and evaluate project staff and act as a liaison between the Active Communities Programmer and Recreation Intern and staff to ensure successful operation of program.
2. Plan activities, work schedules, report forms, registration forms, publicity for the program and other tasks necessary for the proper operation of the program.
3. Acquire the necessary facilities and equipment prior to registration of first summer camp.
4. Along with the Active Communities Programmer and Recreation Intern assist with the planning and operation of a leadership training session for Summer Camp Staff, including leadership methods and safety procedures etc.
5. Assist with the supervision and training of volunteers for the Summer Camp Program under the guidance of the Active Communities Programmer and Recreation Intern.
7. Purchase materials and supplies before and during the program in accordance with the program budget.
8. Meet with parents and the public (under supervision of the Active Communities Programmer and Recreation Intern) to inform and seek advice and develop solutions to any problems that may occur.
9. Conduct weekly staff meetings to discuss program content or problems encountered.
10. Make decisions necessary to the smooth and safe daily operation of the program.
11. Plan activities of each camp in order that children and leaders enjoy proper and quality activities alike. Activities are to include arts & crafts, low organized games & sports.
12. Ensure that proper First Aid Supplies are with the group always.
13. Plan special activities for the camp areas ie. excursions, special guests
14. Supervise the leaders with a positive approach which is in keeping with a team approach.
15. Keep an up-to-date inventory of supplies.
16. Maintain daily journals of camp happenings & assist/lead weekly staff meetings.
17. Assist the Recreation Intern when necessary in the organization and implementation of a variety of summer programs for the seniors and youth in West Hants.
18. Assist with the Mini Soccer Program.
19. Assist with community events as needed.
20. Any other duties as assigned by the Active Communities Programmer or the Director of Parks & Recreation.

Qualification Requirements

Must have/be:

*can be obtained during training week

- Experience working with children
- Emergency First Aid and CPR*
- Lifeguard certification preferred, but not required
- Fire Extinguisher Training *
- WHMIS Training *
- High Five Training *
- VRCDA Camp Scenario Training*

Staff Supervision: The Camp Coordinator will be directly supervised by the Recreation Intern with assistance from the Active Communities Programmer and Director of Parks & Recreation when necessary.

Health & Safety: The Municipality of West Hants has an Occupational Health & Safety Program which employees are to follow. Summer staff that are not certified in Emergency First Aid, WHMIS and the proper use of a fire extinguisher will be trained.

Equal Opportunity:

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, political affiliation, disability or any other merit factor.