



## **JOB DESCRIPTION**

	<p><b>EMPLOYEE GROUP: CUPE</b></p> <p><b>Hours worked per week: 35</b></p>
<p><b>Position: Program Coordinator, Summer Programs</b></p> <p><b>Grade: Student 3</b></p> <p><b>Wage Rate: \$18.90 / hour (January 2020)</b></p>	<p><b>Department / Division: Community &amp; Development Services / Community Development &amp; Partnerships</b></p>

### **PURPOSE OF POSITION:**

Reporting to the Supervisor, Community Programs & Events, and under the direction of the Community Recreation Programmer, the incumbent will:

- Assist with the planning, coordination, implementation and delivery of child and youth programs, ensuring that programming meets the established criteria and descriptions while being safe, fun-filled and fostering healthy child development;
- Plan, organize, train, schedule, monitor, provide functional guidance and assist with the evaluation of program staff;
- Act as an intermediary between the camp staff and the Supervisor and/or the Community Recreation Programmer, reporting issues that arise with participants, caregivers and summer staff and consult with the Supervisor and / or the Community Recreation Programmer to resolve them (within defined parameters); and,
- Serve as a role model for staff and program participants.

### **EDUCATION & EXPERIENCE**

- Must be enrolled in Community College or University and returning to school in September on a full-time basis
- Previous experience planning, leading and working with children and adults
- Previous experience providing day-to-day guidance to peers to assist them with their responsibilities
- Certifications required coming into the position:
  - Current Standard First Aid / CPR C
  - High Five PHCD (Principles of Healthy Childhood Development)
  - Lifesaving Society SafeGuard
 Or equivalent to the above.

NOTE: Employees are responsible for ensuring all certifications are current. Copies of current certificates are to be provided to Community Recreation Programmer at start of employment period.

### **KNOWLEDGE & SKILLS REQUIRED:**

- Interpersonal skills to deal with program staff, program participants, their caregivers, other County staff
- Demonstrated interest in working with people
- Proven ability to follow and / or provide direction
- Proven ability to work responsibly on own or as part of a team

- Proven communication skills
- Proven customer service skills
- Access to reliable transportation to and from work

**Computer Expertise:**

Knowledge of the Corporate Standard Software (Word, Excel, Outlook)

- proven ability to apply essential functions of desktop software to create simple spreadsheets, documents
- send and receive emails
- use Internet for research
- file management

Knowledge of the County's registration software would be beneficial.

**Accountabilities / Tasks**

**Include, but are not limited to, the following:**

- Responsible for the successful delivery of the camp programs and activities as determined by the Supervisor and the Community Recreation Programmer
- Actively promote programs through the development of flyers, brochures, posters and email blasts.
- Liaise with participants, caregivers, program staff, volunteers, the Supervisor and Community Recreation Programmer and other County Staff to address all inquiries and concerns consistently and efficiently. Report concerns to the Supervisor and/or Community Recreation Programmer in a timely manner
- Communicate (emails, phone and face to face) with caregivers to ensure that participant needs are being met and provide answers or solutions to questions or concerns in a professional and timely manner
- Communicate daily with the program staff, the Community Recreation Programmer and/or the Supervisor to discuss concerns. Assist in the development of an action plan to ensure these are dealt with in a timely manner
- Foster healthy child development by celebrating the diversity and uniqueness of each child through play, skill development, friends and participation while being a caring adult
- Ensure a safe environment exists for all participants utilizing the programs and facilities
- Visit sites daily to assist program staff and monitor the programs and services being provided; to ensure quality program delivery
- Establish and promote cooperation between staff members to ensure a "team" approach for program delivery Provide staff task direction within defined parameters
- Report any staff issues to the Supervisor and/or Community Recreation Programmer
- Encourage and assist with the technical training and professionalism of the camp staff
- Organize and implement staff training sessions prior to and during season
- Ensure staff are aware of and trained in the applicable Health & Safety and emergency procedures
- Schedule staff as needed
- Train and schedule program volunteers
- Responsible for reporting to work as scheduled. All schedule change requests must be approved in advance
- Ensure that all required payroll information is completed accurately and submitted on time.
- Oversee the completion of payroll documents, assist the Community Recreation Programmer and / or Supervisor with the collection of accurate timesheets and any other personal information required by the Human Resources Division
- Ensure that all records and reports are kept and maintained throughout the summer and completed professionally and correctly (i.e. first aid documentation, incident/accident forms, staff discipline, sign in / out forms, camper information forms, medication administration forms) and provided to the Community Recreation Programmer as required
- Submit all accident / incident reports as quickly as possible to the Supervisor and/or the Community Recreation Programmer to ensure any corrective measures are in place in a timely manner
- Ensure the cleanliness of the equipment and facility (meeting space/washrooms / outdoor space).

- Provide and replace any supplies and equipment in a timely manner and approved by the Supervisor and / or Community Recreation
- Meet weekly or as required with the Community Recreation Programmer to discuss program issues, concerns and praises
- Complete all reports including an End of Year Report with recommendations as required

**All Haldimand County employees are expected to:**

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

- a current (within the past 6 months) Police Check  Yes, if 18 years of age or older (OPP LE220E or equivalent)

**AN EQUAL OPPORTUNITY EMPLOYER**

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.