

JOIN OUR TEAM!



THE ROLE

Camp Coordinator, Recreation Programs

This is a **temporary full-time** role at the County. The hourly compensation range for this role is **\$22.343**.

THE OPPORTUNITY

Join us in this dynamic role where you'll help shape, execute, and enhance child and youth County programs.

As the Camp Coordinator, you'll also organize, train, and oversee program staff while enabling communication between camp staff and supervisors. Lastly, you will act as a positive role model for all participants and staff!

If you are interested in this unique student position, please apply today to become an essential part of the Haldimand County Team!

THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Unionized
- Wellness Programs
- Safe & Friendly Work Culture
- EFAP Program
- Career Growth
- Networking Opportunities



- Enrolled in post-secondary education
- Returning September full-time



- Some current related experience.



- Interpersonal Communication
- Diversity & Cultural Intelligence
- Collaborative Skills

THE COUNTY

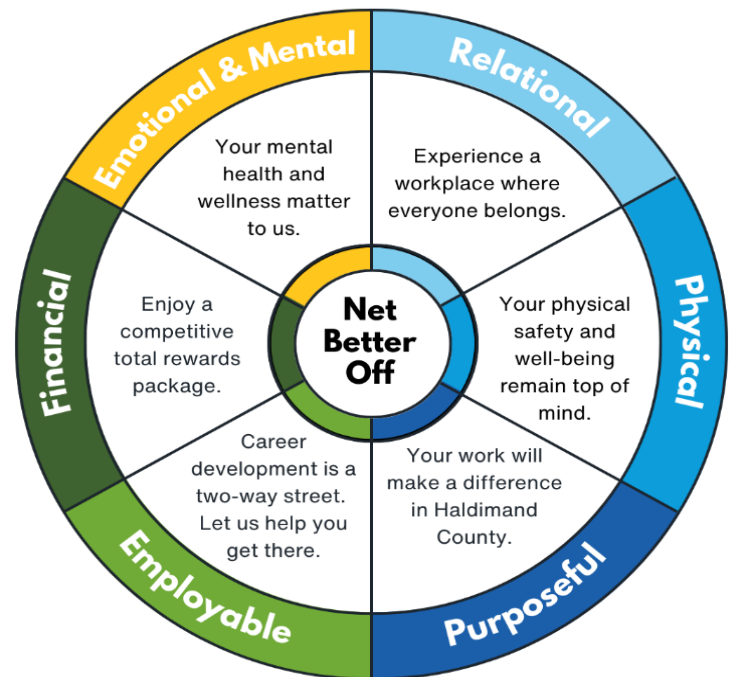
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our county stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding opportunity where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

THE NEXT STEPS

If this sounds like you, please submit your application online at www.haldimandcounty.ca/careers.

This posting closes on **January 31, 2024 at 4:30 p.m.** Visit our careers page for more opportunities.



JOB DESCRIPTION

Program Coordinator, Recreation Programs, Community & Development Partnerships

| | |
|--|--|
| POSTING PERIOD: December 15, 2023 – January 31, 2024 | Employer Group: CUPE Local 4700 (Haldimand) Reporting To: Supervisor, Community Programs & Events |
| Grade: Student 3 Wage Per Hour: \$22.343/ per hour (October 2023) | Position Status: Temporary Full-Time Hours Worked Per Week: Up to 40 Location: HCAB, Camp Locations |

CORE COMPETENCIES:

Interpersonal Communication | Diversity & Cultural Intelligence | Collaborative Skills | Emotional Intelligence

POSITION SUMMARY:

This position 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. The incumbent will plan, organize, train, schedule, monitor, provide functional guidance and assist with the evaluation of program staff. They will serve as a liaison between the camp staff and the Supervisor and/ or the Community Recreation Programmer, by reporting issues that arise with participants, caregivers and summer staff and consult with the Supervisor and/or Community Recreation Programmer to resolve the (within defined parameters). Ultimately, they will serve as a positive role model for both staff and program participants.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- Enrolled in post-secondary education and returning full-time in September.

Experience

- Previous experience in planning, leading and working with children and adults.
- Some experience providing day-to-day guidance to peers to assist them with their responsibilities.
- Certifications required prior to commencing the role:
 - Current Standard First Aid/CPR C
 - High Five PHCD (Principles of Healthy Childhood Development)
 - Lifesaving Society SafeGuard

Knowledge/Skills

- Interpersonal skills to deal with program staff, program participants, their caregivers, other County staff.
- Demonstrated interest in working with children.
- Proven ability to follow and/or provide direction.
- Proven ability to work responsibly on own or as part of team.
- Proven communication and customer service skills.
- Access to a reliable transportation to and from work.

- Technology Aptitude
 - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness to best practices.
 - Beginners knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
 - Computer proficiency:
 - Proven ability to apply essential functions of desktop software to create simple spreadsheets, and documents.
 - Send and receive emails.
 - File management.
 - Special consideration will be given to applicants with experience in the following:
 - Worktech (Pearl) timesheet entry
 - ActiveNet – program registration

RESPONSIBILITIES

The incumbent's responsibilities include, but are not limited to:

People

- Encourage and assist with the technical training and professionalism of the camp staff.
- Organize and implement staff training sessions prior to and during the season.
- Establish and promote cooperation between staff members to ensure a 'team' approach for program delivery.
- Provide staff task direction within defined parameters.

Functional

- Camp Programs
 - Responsible for the successful delivery of the camp programs and activities as determined by the Supervisor and the Community Recreation Programmer.
 - Visit sites daily to assist program staff and monitor the programs and services being provided; to ensure quality program delivery.
 - Actively promote programs through the development of flyers, social media, emails etc.
- Health & Safety
 - Ensure a safe environment exists for all participants utilizing the programs and facilities.
 - Ensure staff are aware and trained in applicable Health & safety and emergency procedures.
 - 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.
- Communication
 - 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.
 - Meet weekly or as required with the Community Recreation Programmer to discuss program issues, concerns and praises.
 - 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.
- Records and Reports
 - 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.
 - Complete all reports including an End of Year Report with recommendations as required.
 - 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.
- Report any staff issues to the Supervisor and/or Community Recreation Programmer.
- Cleanliness & Daily Operations
 - Ensure the cleanliness of the equipment and facility (meeting space/washrooms/outdoor spaces)
 - Provide and replace any supplies and equipment in a timely manner and approved by the Supervisor and/or Community Recreation.
 - Responsible for reporting to work as scheduled. All schedule change requests must be approved in advance.
 - 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.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

POSITION REQUIREMENT(S):

| | |
|---|------------------------|
| A Current (within the past 6 months) Police Check | OPP LE 220 (18+ years) |
|---|------------------------|

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.