POSITION TITLE: Day Camp Helping Hands Site Supervisor

Employment Type (FT, PT, Contract): Contract
Rate of Pay: $14.50-$15.50/hr, depending on location
Job Location: Various locations
Hours of Work: 8hrs/day
Start Date: May 25th 2020
Application Deadline: Aug 21, 2020

COMPANY NAME: YMCA HBB
Street Address: 79 James St S
Phone: (905) 317-4929
Fax: N/A
Email: hbb.daycampjobs@ymcahbb.ca
Website: ymcahbb.ca

General Description of Duties:
The Helping Hands Site Supervisor is responsible for providing supervision and assistance to the Helping Hands Counsellors, who provide 1:1 support to children with a variety of special needs. The Helping Hands Site Supervisor reports directly to the General Manager of Inclusion Services for Children. The Site Supervisor will provide leadership to the staff team (approximately 15 staff) and assist with the integration of all children into the camp environment. The integration of campers includes parental contact, completing documentation, assisting with personal care and providing direct hands-on support.

Responsibilities:
- Provides staff supervision, including training and performance evaluations of Helping Hands counsellors
- Provide assistance with the development and maintenance of an inclusive camp program
- Assists with all aspects of the operation of camp (parent liaison, promotion, set up)
- Provides leadership to all staff training and upholds YMCA Policies & Procedures
- Leads staff meetings
- Ensures there is sufficient supplies and equipment for the delivery of an inclusive program; communication aids, adaptive equipment, etc.
- Works to address possible areas of concern in a proactive manner; minimizing the disturbance to the camp program and the child’s experience
- Ensures General Manager of Inclusion Services for Children and Camp Manager are informed of any serious occurrences/complaints about camp

- Must attend all staff training sessions

- Ensures that all staff on site adhere to the Policies & Procedures developed by the YMCA

- Able to make immediate decisions to ensure safety and react accordingly to a crisis

- Provides maximum customer satisfaction and resolves parental concerns

- Maintains regular contact with staff, children, parents and community agencies involved in program

- Responsible for maintaining a petty cash

- Maintains accurate camp documents

- Other duties as assigned

Skills and Experience Required:
- Standard First Aid and CPR-C valid through Summer 2020 (must provide proof of certification or enrollment in course before contract signing)

- 2-year post-secondary degree/ diploma, or pursuing same, in any discipline but preferably to be a field with a focus on special populations

- Must submit clear Police Records Check prior to commencing work

- Significant experience working with children with special needs in a variety of settings

- Previous YMCA camping or child and youth program experience is preferred

- Extensive knowledge of integrated recreation settings and how to achieve them

- Strong interpersonal skills

- Supervisory experience, preferably in a camp setting

- Non-violent crisis intervention is an asset

How to Apply:
Please complete the online application: https://ymcahbb.campbrainstaff.com

When you are done your application please email your resume and copies of all required qualifications. Only attach current and valid qualifications or proof of enrollment in courses to acquire valid certifications. Resumes can be sent to: hbb.daycampjobs@ymcahbb.ca

Ensure you have and show proof of all necessary qualifications valid through 2020, or show proof of being enrolled in courses you still need to acquire (Standard First Aid and CPR-Level C for all staff, NLS for Waterfront Positions). Only staff with proof will be interviewed for positions.

Please DO NOT get a Criminal Reference Check or Vulnerable Sector Screening prior to receiving an employment offer.

Please note start and end dates of all positions you apply to. Only those who can complete full contracts will be considered for full time positions.

Any staff requiring significant time off will be considered for supply positions.

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