POSITION TITLE: Day Camp Site Supervisor (Indoor)

Employment Type (FT, PT, Contract): Contract
Rate of Pay: $14.50-$15.50/hr, depending on location
Job Location: Tansley Woods Community Centre, Ron Edwards Family YMCA, Central Arena, Hamilton DT Location TBD, Allan A Greenleaf
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:
Day Camp Site Supervisor (Indoor)

The Site Supervisor is responsible for the day-to-day operations of an indoor YMCA Day Camp. The Site Supervisor reports directly to the Manager and/or Coordinator of Day Camp and provides leadership, supervision, and guidance to the staff team at their site. Camp locations and site sizes include:

- Tansley Woods Community Center (Burlington: 100-120 children, 16 staff)
- Ron Edwards Family YMCA (Burlington: 24 children, 4 staff)
- Central Arena (Burlington: 56 children, 6-7 staff)
- Hamilton DT Location-TBD (Hamilton: 108-110 children, 12-14 staff)
- Allan A Greenleaf (Waterdown: 56-60 children, 6-8 staff)

Responsibilities:
- Co-ordinates programs and ensures safe, quality programs for participants and staff
- Provides staff supervision, including training and performance evaluations of camp counsellors
- Develops and implements comprehensive camp programs
- Assists will all aspects of the operation of camp (registration, parent liaison, promotion, set up and camp closing)
- Maintains strong relationships with others
- Provides maximum customer satisfaction and resolves parental concerns
- Provides leadership to all staff training and upholds YMCA Policies & Procedures
- Ensures that all staff on site adhere to the Policies & Procedures developed by the YMCA
- Leads daily staff meetings/must attend all staff training sessions
- Ensures all forms are distributed to campers
- Responsible for maintaining a petty cash, maintains accurate camp documents and records
- Ensures that there is sufficient supplies and equipment for the delivery of the program
- Provides direct supervision to Counsellors/Junior Counsellors and Program Specialists/Section Heads
- Ensures SRM/Manager/Coordinator are informed of any serious occurrences/complaints about camp
- Able to make immediate decisions to ensure safety and react accordingly to a crisis
- Maintains regular contact with staff, campers, parents, community agencies and volunteers involved in program
- 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 in the area of leisure and recreation, social services, child and youth worker or education
- Must submit clear Police Records Check prior to commencing work
- Bronze Cross certification is an asset
- Coaching or ORCA certification is an asset
- Previous YMCA camping or child and youth program experience is preferred
- Strong interpersonal skills
- Supervisory experience, preferably in a camp setting

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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