POSITION TITLE: Program Specialist

Employment Type (FT, PT, Contract): Contract
Rate of Pay: $14.50/hr
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 Program Specialist is responsible for creating and facilitating the delivery of safe age-appropriate and site-specific programming. The Program Specialist will provide direct leadership to a team of Counsellors, Junior Counsellors, and Campers. The Program Specialist is generally on-site all day and reports directly to the Site Supervisor. Program Specialists are knowledgeable in camp activities, song, behavior management, and supervising a staff team (approximately 10-15 staff).

Responsibilities:
- Skilled in teaching activities in a variety of camp areas
- Assists with recruitment, selection, and supervision of staff
- Provides input into staff meetings
- Provides support and guidance to all staff including the supervision of camp counsellors and volunteers
- Oversees the development and execution of programs, activities, and schedules
- Assists the Site Supervisor with day-to-day operations of camp
- Plans and initiates staff and Junior Counsellor training sessions
- Ensures parent communication and child guidance
- Maintains high standards in program delivery, communication, coaching and mentoring of all staff assigned to program area
- Regular contact with staff, camp participants, parents, community agencies, and volunteers involved in the program
- Provides training and supervision of seasonal staff
- Responsible for the approvals of schedules and/or assigned shifts
- Further supports staff in the planning, supervision, and leading of activities when needed
- Responsible for managing supplies and making purchasing decisions
- Additional 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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