



Summer Camp Coordinator, YMCA of Pictou County

Title: Summer Camp Coordinator (*Summer Seasonal Position*)

Reports to: Emma Dwyer, Director of Aquatics & Youth

June 5 – August 25, 2023 Salary \$16.00, Hourly

Start Date: June 5, 2023

The YMCA of Pictou County Experience

At the YMCA, we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA, you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve.

Position Summary

A Summer Camp Coordinator is responsible for camp staff supervision, safety, planning, financial budgeting, purchasing of supplies and implementing all Summer Day Camp programs. You will also be responsible for overall program quality and delivery of Camp Standards. Flexibility is required for the position based on operations need. The Employer may alter the terms of the job description at its sole discretion. This is a Summer Seasonal position.

We Offer

- Individual YMCA Membership

Responsibilities & Qualifications

- Responsible for development, coordination, and supervise delivery of Day Camp programming in keeping with YMCA Camp Standards and Serving all Member (SAM) standards, ensuring high level camper & parent satisfaction, engagement, and retention. Provide direct program & staff supervision.
- Build, foster, and maintain positive working relationships with participants, community members, staff and volunteer in efforts to enhance and promote our Y profile in the community. Evaluate, present, and initiate recommendations to enhance participant satisfaction, engagement, and retention to ensure the delivery of quality day camp programming.
- Ensure management of Day Camp Program delivery is in keeping with Association budgetary requirements. Ensure Summer Day Camp program delivery meets or exceeds any and all provincial/public health regulations, Child Protection, and Day Camp safety standards.
- Previous Camp or leadership experience working with children ages 5-12.
- Organizational skills and the ability to manage multiple tasks.
- First aid & CPR certification is a condition of employment and High Five Training is an asset.
- Enrollment in Post-Secondary is an asset; Education, Recreation, Child and Youth or related program.
- Superior interpersonal and communication skills are essential to establishing and maintaining harmonious working relationships.
- Demonstrated discretion and sound judgement in the handling of confidential information; this includes a high degree of integrity and trust.
- High level of initiative is needed to work independently and respond to unanticipated items.
- Strong communication, public speaking and presentation skills.

Note: Employees will be required to attend YMCA Child Protection Training. Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training. **Having these documents ready for the interview is recommended.**

Apply Today: Please email your cover letter and resume in one document to Emma Dwyer at emma.dwyer@pcymca.ca by March 25, 2023. We look forward to hearing from you.