



Thunder Bay

Job Description

Position:	Summer Camp Coordinator	Type of Employment:	Seasonal
Reports to:	Program Director	Club Location:	Windsor Unit
Hours:	35 / week (weekdays)	Wage:	\$ TBD

Overall function of the Camp Coordinator

Organize with a team, a variety of safe, stimulating activities that reflect the core values of the Boys & Girls Club for participants in the day camp program.

Qualifications & Requirements

Criminal / Child Welfare Check	First Aid & CPR
High Five Certification	Education in the Human Service Field
Previous day camp experience an asset	Class F is an asset (if over 25)

Responsibilities

- Attend training, & orientation sessions (online & in person)
- Training, orientation, supervision and evaluation of staff and volunteers
- Ensure to be knowledgeable with fire / missing child safety procedures
- Assist in the identification of needs and interests of children & youth
- Plan, implement and evaluate age appropriate activities
- Ensure planning has a variety of indoor / outdoor activities
- Prepare and implement weekly calendars
- Prepare reports when required
- Schedule and organize lunch breaks and van schedules daily for your group and team members.
- Ensure to book areas with other coordinators and keep facility schedule up to date
- Ordering and maintaining of supplies and equipment required for the program
- Consult with parents, families and workers as required
- Conflict resolution with staff / members
- Administer first aid when required
- Bring to the attention of the Supervisor any concerns or incidents that require follow up.
- Provide a safe and healthy environment for all youth attending the Club.
- Ensure all covid protocols are explained and followed by your group.
- Cleaning & Sanitizing the building, toys, furniture, etc...
- Any other related duties

WHAT DO CAMP COUSSELLORS DO?

THE MOST IMPORTANT OUT OF ALL THE DUTIES IS TO ENSURE CAMPERS ARE SAFE AT ALL TIMES.

This job opportunity is funded through Canada Summer Jobs