



Job Description

Identification

Department: **Yarmouth Recreation**

Position: **Day Camp Coordinator**

Supervisor: Community Recreation Coordinator

Hours of Work: Normal Hours of work are from Monday to Friday, 8:30 am to 4:30 pm, or as required.

Scope

Under the direct supervision of the Community Recreation Coordinator, the Day Camp Coordinator will be responsible to over see the successful implementation of Yarmouth Recreation's Day Camp Program. This is done through careful and creative planning and promotion allowing for a fun and safe experience for the Day Campers.

Desired Qualities/Qualifications

High School completion, and enrolled in post secondary education. Previous experience working with children is a must. Previous experience in a day camp setting is desired. A team player, who is willing to work with others, including other staff members, parents/guardians and the general public. The Day Camp Coordinator will need a friendly, trustworthy, and honest personality. First/Aid CPR level C is desired, or a willingness to obtain.

Duties

Responsibilities include, but are not limited to the following:

Programming

- to identify and confirm all resources required for the program; finances, transportation, equipment, supplies, facilities, leaders, special guests, and so on.
 - to attend all day camps for their duration
 - ensure that all activities are carried out
 - to purchase equipment and supplies as necessary
 - to evaluate the program, as required, through the departmental evaluation process
 - to ensure the safety of all activities and that the first aid kit is ready and available at all times
 - to follow safety guidelines and procedures
 - to report all problems, concerns, criticisms, and compliments to the Community Recreation Coordinator
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Administrative

to adhere to the programs budget

- to attend staff meetings
- to follow policies and procedures set forth by the department
- to ensure all forms are completed and payments received
- to maintain up to date records/files for the program and participants

Public Relations/Promotions

- to promote the program through radio, tv, newspapers, posters, brochures and school visitations
- to interact with parents/guardians and campers on a regular basis, and ensure leaders are doing so, as well

Supervisory

- to assist in interviewing and hiring of day camp leaders, when required
- to recruit volunteers, guest speakers etc.
- to develop staff schedules
- to supervise Day Camp leaders
- to evaluate staff, as required
- to act as a resource for leaders

The Coordinator will be responsible to perform all duties as listed and other duties as requested by the Community Recreation Coordinator and /or Director of Yarmouth Recreation.
