



Job Description

Identification

Department: **Yarmouth Recreation**

Position: **Outdoor Adventures Coordinator**

Supervisor: Community Recreation Coordinator

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 Outdoor Adventures Coordinator will be responsible to oversee the successful implementation of Yarmouth Recreation's program services and outdoor recreation modules to three sites. This is done through careful and creative planning and promotion allowing for a fun and safe experience for the participants.

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. Preference will be given to an individual with experience in unstructured play opportunities, knowledge of the natural environment and a passion for outdoor play. A team player, who is willing to work with others, including other staff members, parents/guardians and the general public.

Programming

- to identify and confirm all resources required for the program; finances, transportation, equipment, supplies, facilities, leaders, special guests, and so on.
- ensure that all activities are carried out or alternate arrangements are available.
- 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

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 social media radio, newspapers, posters, brochures and school visitations
- to ensure ongoing and consistent communication with parents/ guardians of participants by the camp staff.

Supervisory

- to assist in interviewing and hiring of leaders, when required
- to recruit volunteers, guest speakers etc.
- to develop staff schedules
- to supervise leader staff
- 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 Yarmouth Recreation.