

Day Camp Coordinator

Yarmouth Recreation provides recreation programming and services for the residents of both the Town of Yarmouth and the Municipality of Yarmouth. Yarmouth Recreation is given direction and recommendations from the Recreation Committee. Yarmouth Recreation continuously strives to improve the quality and condition of our facilities, increase the availability of recreation and leisure programming for area residents, and ensure optimal customer service.

Yarmouth Recreation is searching for a dynamic, organized and energetic individual to assist in the coordination and facilitation of summer day camp programs. Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community well-being.

Job Description

Under the direct supervision of the Community Recreation Coordinator, the Day Camp Coordinator will be responsible for overseeing the successful implementation of Yarmouth Recreation Day Camp program. A Day Camp Coordinator will be responsible for the programming of daily activities for children ages 4-8, 9-11, and 12-15. The Coordinator will identify and confirm all resources required for the program, during and prior to programs coordinators will interact with parents/guardians and participants on a regular basis, and ensure other staff are engaging, participant and creating an inclusive, welcoming and accessible program. Each coordinator will be required to supervise staff and volunteers during their program. Coordinators will assist in interviewing and hiring of day camp leaders, recruit volunteers, guest speakers, and other community members for their program. They will work with the Community Recreation Coordinator to develop staff schedules, supervise Day Camp leaders, evaluate staff, and act as a resource for leaders.

Desired Experience and Education

- High School diploma or equivalency.
- Completed or enrolled in a post-secondary education
- Previous experience working with children.
- First Aid CPR Level C is an asset.
- Cheerful, reliable and customer service oriented when working alone or within our team.
- Experience working with persons living with differing abilities is an asset.
- Must have a valid Nova Scotia driver's license and access to a vehicle.
- Must be able to lift 30lbs for equipment transfer and set up (adaptions will be accepted).
- Experience managing teams, coaching, work in small groups.
- Experience planning and organizing daily activities with youth, children and teens.
- Experience with program promotion, marketing and social media campaigns.

Responsibilities and Duties

- Identifying and confirming all resources required for the program, including equipment, supplies, and facilities.
- Attend all day camps for their duration, ensure that all activities are carried out in safe and proper manner and that the first aid kit is ready and available at all times.
- Purchase equipment and supplies as necessary.
- Evaluate each program, as required, through the departmental program evaluation process.
- Adhere to the programs budget.
- Attend staff meetings,
- Follow policies and procedures set forth by the recreation department.
- Ensure all waivers and forms are completed prior to the start of a program.
- Handle cash payments and maintain up to date records for the participants of each program.
- Responsible to work with the Community Recreation Coordinator to develop promotions for their program through social media posts, radio interviews, tv, newspapers, posters, brochures, school visitations, and other mixed media forms.
- Ensuring that all activities are carried out at the highest standard.
- Ensuring the safety of all activities and their participants.
- Ensuring first aid kit is ready and available at all times.
- Adhering to all safety guidelines and procedures.
- Reporting any problems, concerns, criticisms, and compliments to the Community Recreation Coordinator.

The Day Camp 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.

