



Job Posting: #2023-06

Job Title: Summer Camp Coordinator

Department: Community Services

Reports To: Recreation Services Coordinator

Status: Seasonal

Duration: May 8, 2023 to September 2, 2023

Hours per Week: 40 hours (hours dependent on registrations and camp types)

Hourly Rate: \$20.78 - \$25.26

Number of Positions: 1

Application Due Date: Sunday, February 5, 2023

Position Summary

This position will assist and facilitate the daily operations for Summer Camps in the Municipality of Meaford. Facilitate Swim Camps and assist instructors throughout the duration of camp. Assists the Recreation Services Coordinator with the development and facilitation of Community Events.

Role Specific Duties and Responsibilities

1. Acts as a liaison between contracted camp services and the Municipality of Meaford.
2. Assists contracted instructors with the development, facilitation, and supervision of Summer Camp programming.
3. Ensures municipal policies are followed and implemented throughout the duration of camp.
4. Liaises with families and community members regarding camp information, discrepancies, and subsidies.
5. Assists Instructors and responds to emergency situations and behavioral management issues in accordance with policies.
6. Assist with program registration and other administrative duties.
7. Manage Summer Camp volunteers.
8. Ensure ratios and supervision guidelines are met and followed.
9. Facilitate Swim Camps with the assistance of Blue Dolphin Pool staff.
10. Required to swim, dependent on camp activities.

General Duties and Accountabilities

1. Provides and maintains a high degree of confidentiality and security of information at all times.
2. Work in compliance with the Occupational Health and Safety Act, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.
3. Perform other duties as may be assigned in accordance with department and

corporate objectives.

Required Certifications and/or Health and Safety Requirements

1. Valid Class G Driver's Licence or the ability to travel to multiple site locations.
2. High Five, Principles of Healthy Child Development (PHCD)
3. Standard First Aid & CPR C, AED

Education, Skills and Experience

1. OSSGD plus completion or enrolment in a Post-Secondary Program in Recreation, Teaching or similar.
2. Strong communication (written, oral and interpersonal), organizational, public relations and customer service, flexibility, ingenuity, and time management skills.
3. 2 years' experience in a Summer Camp setting.
4. Experience working with children ages 5-13.
5. Ability to perform First Aid procedures if necessary.
6. Ability to interact and deal effectively and courteously with all levels of staff and the general public.

Physical Demands and Working Conditions

- Physical demand requires daily set-up of equipment (tables, chairs, supplies and equipment). Working conditions include indoors and outdoors with exposure to various outdoor elements (sun, rain).
- Normal hours of work are up to 44 hours per week, availability to work evenings, weekends and holidays required.

Contacts and Interactions

- Communicates regularly with municipal staff, tax payers, community groups, and the general public.



Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2023-06 by Sunday, February 5, 2023 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.