



TOWNSHIP OF AMARANTH

EMPLOYMENT OPPORTUNITY TOWNSHIP OF AMARANTH

Applications are being received for the position of:

SUMMER CAMP DIRECTOR

Position: Summer Camp Director

Posted: February 4, 2019

Positions Available: 1

Closing: February 11, 2019 2:00p.m.

Status: Seasonal

Wage Range: Dependent on experience and qualifications

Work week: March – April: As required up to 10 hours per week
May 1st through August 30th: Approx. 35-40 hours per week
September: As required up to 10 hours per week

The Township of Amaranth is seeking a positive, team-oriented individual to fill the position of Summer Camp Director. Under the direction of the Amaranth Recreation Committee (ARC), the successful candidate will be involved in a diverse range of job activities to develop and implement a new, sports based summer program for children aged 6 - 12.

The successful candidate must be available to work up to 10 hours per week for March, April and September. Hours from May through August will be 35 – 40 hours. The job involves some physical requirements and strong interpersonal and communication skills in order to work well with other staff, children, volunteers, parents and the general public. A background in child supervision and recreation would be an asset.

Duties & Responsibilities:

- Meet with ARC prior to beginning of camp season and on an ongoing basis to establish scheduling and programs (March and April)
- Develop Summer Camp Manual (March and April)
- Coordinate Summer Camp Registration
- Hire and ensure training of camp staff on procedures and policies for facility prior to and during camp season (May and June)
- Supervise camp staff to ensure prompt attendance for shifts, dress code and professional decorum with patrons (July and August)
- Supervision to all age groups of patrons for the camp (July and August)

- Direct camp staff in proper maintenance & cleanliness of camp area (July and August)
- Lead EAP (Emergency Action Plan) when required
- Ensure incident reports are completed daily
- Provide a comprehensive report on camp activities after the close of season to ARC and other paperwork as required
- Other duties as assigned

Skills & Abilities:

- Current Standard First Aid with CPR certification
- Experience in child supervision
- Ability to organize & develop program plans for daily camp operations
- Microsoft applications & computer skills required
- Strong customer service & interpersonal communication skills both verbally & written with patrons, supervisors and colleagues
- Other qualifications and certifications an asset
- Police Vulnerable Sector Check

Salary: TO BE DETERMINED BASED ON EXPERIENCE AND QUALIFICATIONS

Resumes are being accepted for this position and will be received until 2:00pm on Monday, February 11th, 2019 by email or in person;

Christine Hickey, Deputy Clerk
Township of Amaranth
374028 6th Line, Amaranth, ON L9W 0M6
(519) 941-1007
chickey@amaranth.ca

Please note position applying for on cover page.
We thank all applicants for their interest and advise that only those selected for an interview will be contacted