



Summer Day Camp Coordinator
(2 positions)

Terms of Employment: Temporary, Seasonal

Start Date: To be determined

End Date:

Reports To: Operations and Maintenance Director

Requirements:

- Experience with children an asset
- Grade 12 education or equivalent combination of training and experience
- Must possess and maintain a valid Class 5 Manitoba Driver's License
- Prior to employment, supply the Town with a valid RCMP Security Clearance Abstract
- Must have successfully completed or be willing to take courses such as CPR/First Aid Training, Work Place Safety & Health and other related training as required
- Excellent organizational and communication skills
- Must be physically capable of carrying out all the duties of the position

Responsibilities: The Summer Day Camp Coordinator's responsibilities include, but are not limited to:

- Planning and implementing summer leisure activities, services and special events to meet the needs of the children in the Town of Neepawa.
- Offer a variety of activities including games, sports, crafts, literacy and leadership programs, co-operative games, outdoor recreation and education programs.
- Developing and initiating new activities.
- Performing other related functions and duties as may be assigned by the Director.
- Promoting the various programs and services through all media available in the Town of Neepawa as per instruction.
- Maintaining effective public relations with supervisor, staff members and the public.
- Supervising and assisting staff members, when necessary, with the daily activities.
- Acting as a positive role model for all participants.
- Checking equipment regularly and reporting deficiencies to the Director.
- Ensuring the safety of all participants through responsible planning, rules and regulations.
- Being responsible for clean-up after every activity.
- Keeping accurate program statistics and daily/weekly cash records.
- Compiling and submitting daily/weekly summaries of activities to the Operations and Maintenance Director
- Writing a comprehensive final evaluation report to be submitted to Council
- Ensuring that daily schedules are followed
- Monitoring the program budget including the purchase of supplies and equipment as required