

THE MUNICIPALITY OF LEAMINGTON
RECREATION DEPARTMENT-JOB DESCRIPTION

<u>POSITION:</u>	Day Camp Coordinator
<u>DEPARTMENT:</u>	Leamington Recreation Department
<u>CLASSIFICATION:</u>	Summer Program Staff
<u>REPORTS TO:</u>	Recreation Supervisor - Aquatics/Fitness
<u>HOURS:</u>	35-40 hours a week (may include some weekend work)
<u>SALARY:</u>	\$12.96 to \$14.08 per hour (2010 rates under review)

QUALIFICATIONS:

- Experience in programs for children
- Strong communication skills
- Perceptive in working with children
- Experience in recreation programs
- Creativity in program planning
- HIGH FIVE Principles of Health Child Development preferred
- Standard First Aid with Level "C"
- Education: University/College level with interest in working in recreation or child care related field (i.e. Human Kinetics, E.C.E., or Recreation)

TASKS & RESPONSIBILITIES:

1. To co-ordinate, implement and evaluate Summer Day Camp Program for ages 4-12 yrs. in a variety of activities including sport and recreation programs that promote healthy growth and development.
2. To plan and implement a one week pre-summer training session for Day Camp staff, focusing on areas such as discipline, first aid, program planning and leadership.
3. To price, budget and make recommendations for purchase of program supplies for summer programs and theme days, as they pertain to Day Camps.
4. Design weekly and daily program lesson plans.
5. To provide safety supervision of Day Camp swim activities at the Leamington Kinsmen Recreation Complex.
6. Ensure safety on the site while carrying out planned activities.
7. Maintaining program records, equipment, supplies and general upkeep.
8. May also be involved in working with or giving direction to volunteers.
9. Be familiar with WHMIS regulations and observe all Health and Safety Policies and Procedures of the Municipality of Leamington.
10. Other duties as assigned by the Recreation Supervisor-Aquatics/Fitness.

****Note:*** Will be required to submit a current Police Clearance Check prior to hire when requested by municipal staff.