



Departments: Programs

Job Title: Day Camp Leader

Reports To: Child and Youth Programs Coordinator, Programs Manager

Job Goal:

To work with Day Camp Programs providing fun quality programs for Trico Centre Day Camp participants by; actively participating in the implementation, communication and delivery of the day camp program. This position reports directly to the Child and Youth Programs Coordinator.

This position is an hourly role and hours may not be guaranteed. Hours of work can range from 20 to 40 hours per week or on-call as needed. Hours are based on availability and performance.

Qualifications:

- Post-Secondary Education in Physical Education, Kinesiology, Recreation, High School Student or equivalent experience
 - Preference will be given to those with an Alberta Licensing Certification of a level 1 or higher.
- Police Security Clearance and Vulnerable Sector search mandatory
- Minimum age requirement is 18 years of age or older
- Standard First Aid and Level C CPR Certification required
- Previous leadership experience in an organized children's program is an asset
- High Five training a definite asset
- Supervisory experience a definite asset

Experience/Skills Required:

- Energetic and enthusiastic and enjoys working with children
- Self-starter with an ability to adapt and remain flexible
- First rate organizational skills
 - Program planning and implementation skills
- Excellent positive behavior management skills
- Excellent interpersonal communication skills
- Sound leadership ability
- Ability lead others in their development
- Must be able to work the required schedule set by the supervising coordinators

Competencies (Soft Skills):

- Demonstrates and promotes a clear understanding of Trico Centers mission, vision, values and goals
- Works cooperatively with all levels in the organization (supervisors, staff, members, patrons and all departments)
- Delivers high levels of customer service to all members and patrons which reflects the operational policies, practices, and philosophies of the Trico Centre for Family Wellness
 - Flexible and willing to go the extra mile



- Outgoing, friendly with a positive attitude
- Thrives in a busy work environment
- Able to present in front of a group

Working Conditions/Physical Requirements:

- May be required to bend, twist, move and lift items weighing 30 lbs. or greater
- Works varied hours based on program needs
 - Follows guidelines for cleaning and sanitizing protocols as required by Alberta Health Services
- Works in a Noisy environment and with varied sports related equipment
- Delivers programs in a variety of settings (pool, outdoors, indoors)
- May be required to go outdoors in varying weather
- May be required to use various activity-based tools (i.e. glue guns, cooking equipment, cleaning supplies, etc.)

Performance Responsibilities/Accountabilities:

Under the direction of the Day Camp Coordinator, Programs Manager the incumbent will;

- Plans, organizes, implements and evaluates safe, fun and quality programs specifically designed to benefit Day Camp participants
- Provides feedback regarding program operations and participants to Program Supervisors on a regular basis.
- Attends leadership training weekly, teaching, sharing and exchanging ideas with others in the leadership field
- Expresses self in individual and/or group situations; including gestures, non-verbal, oral and written communication in an effective and positive manner
- Works cooperatively and effectively with co-leaders in implementing a successful summer day camp program
- Prepares, plans and organizes well-balanced program materials to include; creative crafts, music, drama, sports and games, swimming, skating and field trips
- Utilizes and implements appropriate resources and themes that correspond with program descriptions
- Uses appropriate interpersonal styles and methods in guiding individuals or groups towards task accomplishment
- Role models appropriate child guidance and behaviour management skills as outlined in the staff manual and under the guidance of Inclusion Facilitator.
 - Develops alternative solutions to problems and sets appropriate and effective priorities in one's own activities as well as those of the participants
- Demonstrates and maintains good judgment, dependability, flexibility and effectiveness when working in varying environments or on changing or new tasks
- Knows safety and health regulations and adheres to the standards set forth in the summer orientation and by Trico Centre
 - Facilitates and participates in a wide variety of activities including skating, swimming, gym/ outside, crafts, music, drama, science activities, and group games/ activities
- Understands and executes emergency procedures as required
 - Maintains clean facilities, ensures proper care/maintenance and use of equipment. Each week leaders will be responsible for a specific area of the facility.



- Takes responsibility for the upkeep and maintenance of all sports equipment and craft supplies
- Displays a professional attitude at all times when; meeting with the public, in personal appearance and manner of dress when working with participants in a public community facility
- Provides weekly parent notices and detailed lesson plans

Schedule:

Scheduled hours of work are based on participant registration numbers and individual performance resulting in work schedules that can fluctuate in hours from 20 – 40 hours per week or on-call hours from Monday through Friday each week. A weekly work schedule will be developed cooperatively with the, Child and Youth Program Coordinator to effectively accommodate the needs of participant numbers registered. Hours of work may not be guaranteed.

This position requires mandatory attendance at the Day Camp Leaders Training program held each June.

Performance Evaluation:

- Performance feedback is ongoing throughout the planned work schedule and a final performance evaluation is done at the end of the work term
- Hours of work may not be guaranteed and will be based on work performance

Please send resumes to:

Miriam Crook, Programs Manager with the Trico Centre at mcrook@tricocentre.ca no later than Friday May 7th at 4:00 pm.