

Summer Day Camp Supervisor (1 position)



Responsible to: Recreation Coordinator

Job Responsibilities:

- In consultation with the Recreation Coordinator, the Summer Day Camp Supervisor will plan the 9-week summer Day Camp program, including daily themed activities, crafts and games, as well as organize weekly day trips & purchase camp supplies prior to the start of the Day Camp Program.
- Organize and oversee the Little Fingers Toddler Program (three weeks – half days).
- Ensure that all games, activities, and crafts are designed to be safe, enjoyable, and age appropriate, contributing to the positive social, emotional, physical and mental growth of all program participants.
- Supervise the day-to-day activities of the Day Camp Counsellors and CIT's. Demonstrate leadership and offer guidance to ensure an enjoyable day camp experience for staff.
- Carry out the administrative functions associated with the Day Camp and Little Fingers programs including weekly updates (culminating in an end of summer report), staff scheduling, and any required health & safety reporting.
- Plan and administer the day to day spending of the Day Camp budget; assist with day camp registrations, take payments, issue receipts, etc. and assist with Rec. Dept. duties as required.
- Serve as a Day Camp "program ambassador" and answer any inquiries and promote the program to the best of your ability.
- First point of contact with parents/guardians and children (weekly e-mails, drop-offs, phone calls, etc.) regarding Day Camp Program rules, regulations and camper needs or concerns.
- Plan & lead a staff training session for all Day Camp Counsellors prior to the start of Day Camp.
- Lead weekly team meetings for Day Camp staff.
- Represent the Village of New Maryland to the best of your abilities at all times.

Desired Education and Skill Requirements:

- Preference given to those candidates whose career path specializes in recreation, education, or a related field, with previous experience in day camp programming, planning, promotion, implementation and evaluation.
- Applicants will have a proven leadership ability and previous experience in working with children in a recreational or educational setting.
- Friendly, mature, professional, approachable, with a genuine passion for working with children.
- Demonstrate the ability to work independently as well as in a team environment with minimal supervision.
- Applicants must have a current (3 years) St. John Ambulance Safety or Red Cross Certificate. A "vulnerable persons" check (RCMP) is also required.
- In possession of a valid NB Drivers license and access to reliable personal transportation.
- Previous experience in staff training, supervision and evaluation preferred.
- Applicants will possess a thorough knowledge of day camp games, crafts, and activities, as well as working knowledge of available community resources relevant to the Day Camp program.
- Applicants should have High Five – Principles of Healthy Child Development, or Super Hero training or willingness to participate in training offered by Recreation NB.

Hours of Work: Monday-Friday, 35 per week (May 6 – June 21; 8:30 am - 4:30 pm)
M-F, 44+ per week (June 24–August 23; between 7:30 am & 5:30 pm, on rotation)

Anticipated Start Date: May 6, 2019 **Rate of Pay:** up to \$14.50/hour, depending on experience

A Village of New Maryland Summer Application Form with attached resume and three references are to be submitted by **Monday, March 18th at 4:30 PM** to the attention of:

Michelle Sawler, Recreation Coordinator
Village of New Maryland
584 New Maryland Highway

New Maryland, NB E3C 1K1
Or via e-mail michelle.sawler@vonm.ca