



## Summer Day Camp Site and Craft Manager

- One position will be responsible for the YMCA Camp McNabb Summer Day Camp Program.
- One position will be responsible for YMCA Camp St. Kateri Summer Day Camp Program.

The ideal candidates should be energetic; self-motivated and have the ability to work on their own as well as in a team.

### FUNCTION

The site managers are responsible for coordinating the YMCA Summer Day Camp program, including crafts according to YMCA policies, procedures, and YMCA S.A.M. Standards

### DUTIES INCLUDE

- **Customer Service** - Deal with children and parental concerns in a professional and timely manner. Responds promptly to inquiries, comments and concerns regarding programs.
- **Program Development** - Planning, organizing and implementing indoor and outdoor activities for large groups and Day Camp.
- **Administrative Duties** - Responds promptly to inquiries, comments and concern regarding programs. Assists with weekly morning staff meetings. Undertake any additional administrative duties as delegated by the Supervisor of Child, Youth & Family Programs.
- **Human Resources** - To assist in recruiting, training, supervising, and evaluating of staff and volunteers. Provide support to staff and volunteers as needed. Build a strong team that provides excellent service.
- **Health and Safety** - Ensure incident reports are appropriately documented and filed. Conduct ongoing inventory of Day Camp first aid supplies.
- **Management Duties** - Coordinate staff schedules, monitor and submit staff payroll. Respond promptly to inquiries, comments, and concerns regarding programs. Conduct weekly morning staff meetings.

### COMPETENCIES REQUIRED

- **Child and Youth Focused** - Committed to assisting growth and development among children and youth.
- **Teamwork** - Able to work effectively with others to achieve optimal collective results.
- **Integrity** - Demonstrates responsible behaviour at all times and maintains high ethical standards.
- **Commitment to Organization Vision and Values** - Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.
- **Initiative** - Does the right thing at the right time without being asked.
- **Concerns of Health and Safety** - Acknowledges and understands how to manage and educate others about risk and harm reduction.
- **Planning and Organization** - Manages time in order to concentrate efforts on priority projects.
- **Conflict Resolution** - Facilitates appropriate and timely solutions to conflict.
- **Problem Solving** - Responds quickly to problems which threaten YMCA quality and service.

### QUALIFICATIONS REQUIRED

- Current Certification in Standard First Aid & CPR Level C
- Current Criminal Record Check with Vulnerable Sector Check
- Education in Child and Youth Work / Education / Psychology / Social Work an asset
- At least one year of experience in a Supervisory Role