



Sault Ste. Marie YMCA Employment Opportunity

Summer Day Camp Staff

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. Ensure Campers are signed in and out according to YMCA Child Protection Policy.
- **Human Resources** - Provide support to fellow 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.
*Camp Kateri Staff are to ensure safety of campers including outdoor and waterfront activities.

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
- Experience in Recreational Leadership, Program Planning and Development, and Working with Youth