

JOB POSTING DETAILS

Employer	Young Men's Christian Association of Sault (Sault Ste. Marie YMCA)	Job Type	RI
Job Title	Summer Day Camp Site Managers	Duration	Seasonal
ES Job ID	12240	Location	Sault Ste. Marie
Date Posted	March 9, 2022	Closing Date	June 10, 2022

Job Overview - Description & Duties

Summer Day Camp Site Managers

The Sault Ste. Marie YMCA is now accepting applications for two positions for Summer Day Camp Site Managers.

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

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

POSITIONS

- Multiple full time contract positions beginning June 13, 2022 and ending September 2, 2022.

FUNCTION

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

HOURS OF WORK

- 8:30am to 4:30pm or 9:00am to 5:00pm.

DUTIES INCLUDE

- Customer Service - Deal with children and parental concerns in a professional and timely manner. Respond promptly to inquiries, comments and concerns regarding programs.
- Program Development - Plan, organize and implement activities for large groups of children. Oversee development of individual camp activities. Assist with planning and implementation of special events.
- Administrative Duties - Respond promptly to inquiries, comments and concern regarding programs. Undertake any additional administrative duties as delegated by the Supervisor of Child, Youth & Family Programs.
- Human Resources - Assist in recruiting, training, supervising, and evaluating staff and volunteers. Provide support to staff and volunteers. Build a strong team that provides excellent service.
- Health and Safety - Ensure accident and incident reports are appropriately documented and filed. Conduct ongoing inventory of Day Camp first aid supplies. Manage medical and sign in/out forms.
- Management Duties - Coordinate staff and camp schedules. Monitor and submit staff payroll. Monitor budget and adhere to budgetary guidelines. Respond promptly to inquiries, comments, and concerns regarding programs. Conduct weekly staff meetings.

Required Skills

- 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 / Kinesiology/Recreation an asset

- Experience in Recreational Leadership, Program Planning and Development, and Working with Youth
- At least one year of experience in a Supervisory Role
- High Five Sport or Principles of Healthy Child Development an asset not a requirement

Other Requirements

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.

How to Apply

PLEASE SUBMIT RESUME TO:

Makayla Porcheron

Supervisor of Child, Youth, and Family Programs

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By: Friday, June 17, 2022