

Green Time Summer Camp Coordinator

Gordon Neighbourhood House is an equal opportunity employer. Respect for the dignity and worth of every individual in the workplace is fundamental. Our organizational values stress the importance of diversity, fairness and trust.

Job Description

Gordon Neighbourhood House's Green Time Summer Camp focuses on enhancing children's connection to nature, food knowledge, and cooking skills. The primary duties include coordinating all aspects of the summer day camp program for children ages 5-12. This full-time position (35 hrs/week) will begin on July 2nd, ending on August 23rd. Funding requires applicants must be under 30 years old.

Compensation: \$18.10 per hr.

Qualifications

Ideal candidates will have strengths in:

- Planning, implementing, and coordination of recreational camp programs for school age children
- Management and supervisory experience
- Budgeting & petty cash experience
- Maintaining strong, open, confidential, and respectful communication with parents, children, staff, volunteers and families
- Strong organizational skills
- Maintaining a healthy and safe environment for staff, children, and volunteers
- Creation of brochures & posters

In addition, candidates will have:

- **Class 4 license, an asset**
- **Valid First Aid Certification**
- Post Secondary Education in related field
- Experience working in day camps
- Experience working in a diverse, multicultural environment
- Well-developed written and oral communication skills
- Ability to work independently and demonstrate good judgment
- Strong leadership skills

Only those short-listed will be contacted

Deadline: May 24, 2019

E-mail or fax resume and cover letter to (NO PHONE CALLS PLEASE):

Isabel Ashton, *Child, Youth, & Family Programs Coordinator*

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