



YMCA of Central East Ontario
Quinte West Branch, Trenton

POSITION VACANCY: Assistant Camp Director

EFFECTIVE DATES: Monday June 26, 2017– Friday September 2, 2017

REPORTS TO: Supervisor of Child, Youth, Family, & Aquatics

HOURS: 40 hours/week

OVERVIEW:

The YMCA of Central East Ontario is a charity committed to strengthening the foundations of community. We are dedicated to helping people grow in spirit, mind and body.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Central East Ontario with a current and satisfactory Police Records Check with vulnerable sector screening.

GENERAL ACCOUNTABILITY:

The Assistant Camp Director will work closely with the Supervisor of Child, Youth, Family, & Aquatics in providing counselor development, training, coaching and supervision in a manner that reflects the YMCA Core Values of inclusiveness, respect, responsibility, caring and honesty. Provide leadership and guidance in handling behaviours and communication with parents and/or guardians.

KEY RESPONSIBILITIES:

- To direct, support and assist other team members in the delivery of excellent service following the YMCA Sam 2.1 Standards and Principles.
- Provide positive leadership to the staff team.
- To ensure program plans are followed and monitored with specific measurements of success.
- Complete performance reviews.
- Create weekly schedules and newsletters.
- To exercise good judgement in conflict resolution.
- To model excellent customer service and leadership behaviours.
- To ensure that all program areas are staffed to meet camper ratios.
- To be responsible for the safety and security of all participants, and follow the YMCA Child Behaviour Management and Abuse Policy at all times.
- Respond to first aid and emergency situations as required.
- To attend all staff meetings, training sessions and special events as required.
To maintain current qualifications as required by the position.
- Demonstrates appropriate behaviour in line with our Mission, Vision and Values as reflected in our YMCA competencies; takes a member focused approach to increase their understanding of programs offered across the Association
- Represents the YMCA and the Association in a professional manner
- Understand and abide by the YMCA Core Values of caring, honesty, respect, and responsibility and inclusiveness

WORKING CONDITIONS:

- Hours are Monday-Friday between 7:00am to 6:00pm (must be available to work some evenings and weekends as required)
- Staff must be available Monday – Friday beginning July 3, 2017 until September 1st, 2017
- Staff must be available until September 1st, 2017
- Must be comfortable to administer Standard First Aid and/or CPR
- High paced dynamic environment
- Multitasking and time pressures
- Must have your own transportation or access to your own transportation

EDUCATION/TRAINING/QUALIFICATIONS:

- Valid certification in Standard First Aid, CPR ‘C’ and AED
- Successful Criminal Record Check (Vulnerable Sector Screening)

EXPERIENCE:

- Minimum 3 years of camp experience, or the equivalent of camp counseling/camp experience.
- Well-developed interpersonal, and relationship building skills; ability to establish a rapport and excellent communication with members, staff and volunteers

CORE COMPETENCIES:

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| Integrity | Demonstrate responsible behaviour at all times and maintain high ethical standards. |
| Service Orientation | Deliberately identify and create opportunities to enhance each and every person’s YMCA experience. |
| Commitment to YMCA Vision and Values | Demonstrate and promote a personal understanding and appreciation for the mission, vision, strategic outcomes and core values of the YMCA. |
| Concerns for Health and Safety | Acknowledge and understand how to manage and educate others of risk and harm reduction. |
| Quality Focus | Ensure that all YMCA programs and services are superior. |
| Child and Youth Focused | Commit to assisting growth and development among children and youth. |

All interested candidates are to submit a letter and resume of application to:

Tiffany Ward

Supervisor of Child, Youth, Family, & Aquatics
YMCA of Central East Ontario – Quinte West Branch
50 Monogram Place Trenton, On K8V 5P8
tiffany_ward@ymca.ca

Applications will be received until **February 17th, 2017**.

We appreciate your interest in a career opportunity with the YMCA of Central East Ontario.

Please note that only those selected for an interview will be contacted.

Group Hire interviews for selected candidates will be February 25 & 26, 2017

The YMCA of Central East Ontario is committed to an environment that is barrier free; if you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Central East Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association