



**YMCA of Central East Ontario
Balsillie Family Branch – Peterborough**

Camp Coordinator

Education/Training/Qualifications:

- Standard First Aid, CPR 'C', AED and WHMIS
- Satisfactory Criminal Reference Check (Vulnerable Sector Check) within 30 days of start date

Years of Experience:

- Minimum 3 years of camp experience, or the equivalent of camp counseling/camp experience.

Core Competencies:

- 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.

General Accountability:

Work closely with the Camp Supervisor in providing Counselor development, training, coaching and supervision. Provide leadership and guidance in handling camper behaviours and communication with families. Responsible for all site operations, emergency procedures and camp administration.

Key Responsibilities:

- To direct, support and assist other team members in the delivery of excellent service following the YMCA Sam 2.0 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.
- 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.
- Ensure that program areas are kept safe, clean and well organized.
- To check for potential health and safety hazards at all times while on duty and complete incident reports when necessary.
- To attend all staff meetings, training sessions and special events as required.
- To be in full uniform while on duty.
- To maintain current qualifications as required by the position.

Reporting Relationships:

Reports to Supervisor of Preschool, Youth and Camp.

Working Conditions:

- Hours are Monday-Friday from 7:30am to 5:30pm (must be available to work some evenings and weekends as required)
- High paced dynamic environment (outside)
- Must be comfortable performing Standard First Aid and/or CPR
- Must have your own transportation or access to your own transportation

Please apply to:

Jackie Morrill

Supervisor of Preschool, Youth and Camp

Balsillie Family Branch

123 Aylmer Street South

Peterborough, ON K9J 3H8

jackie_morrill@ymca.ca

Thank you for your interest in the YMCA.

Only candidates selected for an interview will be contacted.

Application Deadline: Friday, February 21st, 2014