



GREENWAY-CHAPLIN COMMUNITY CENTRE

116 Rouse Avenue, Cambridge ON, N1R 4M8

Office: 519-623-4220

www.greenwaychaplin.com

Registered Charitable Donation # 133141747RR0001

Position: Summer Day Camp Facilitator

Responsible To: Summer Camp Coordinator/Recreation Supervisor

Function: Facilitation of Greenway-Chaplin Community Centre Summer Camp Programs

Hours: 35/week

Contract Term: Contract–Seasonal (9-week contract)

Schedule: Monday–Friday 8:30–3:30 (subject to change to accommodate before and after care)

Major Duties include but are not limited to:

Program Planning and Implementation:

- Responsible for planning and delivering programs in accordance with all centre's policies, procedures and guidelines
- Responsible for working from the program theme calendar and standard program activity plans for camp which s/he is present
- Responsible for the inclusion of campers in need of extra support and modifying camp activities to be inclusive, safe and fun
- Responsible for working with co-workers to deliver the program on a daily basis
- Responsible for set-up and clean-up with co-workers
- Responsible for onsite behavior management of participants
- Assisting their supervisor with developing a list of program supplies prior to camp
- Ensuring all program delivery is in accordance with HIGH FIVE guidelines.

Organization and Leadership:

- Responsible for liaising with co-workers and overseeing program delivery
- Responsible for attending all centre staff meetings, mandatory trainings and events
- Assist with ensuring that program site and supplies are safe and remain clean for program
- Assist their supervisor with the completion of reports and forms as required by the Centre
- Ensure safety of program participants, developing set rules and guidelines to follow and have them clearly posted
- Support supervisor with feedback related to the activities and behaviour of the leaders in training

Communication:

- Responsible for reporting on a minimum once-per-week and as-needed basis to Coordinator
- Responsible for promoting a sense of teamwork and communication at program location
- Responsible for providing quality and friendly customer service to patrons and programs and services and to visitors to the program



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United Way
Waterloo Region
Communities

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- Maintain open lines of communication with parents; provide a high level of customer service to the public.
- Maintain clear and concise records, as outlined in the Summer Camp Leader's Manual.
- Follow designated dress code.
- Maintain confidentiality of information regarding participants, volunteers, site, and staff.

Email your resume to info@greenwaychaplin.com by Feb. 29, 2024.