



Summer 2018 Job Opportunity: ***WJCC Camp Program Director***

About the Windsor Junction Community Centre (WJCC)

At the WJCC we believe that being the centre of the community means bringing families together for fun and recreation. Established in 1947 by the Windsor Junction Athletics Association through the donation of land from local families, the WJCC has grown to include two ballfields, a waterfront on Third Lake with lifeguards, swim lessons, daycamp, a swim team, youth leadership, an expanded clubhouse, and programs for those who live in Lakeview, Windsor Junction and Fall River.

Position Overview: Camp Program Director

The WJCC Camp Program Director oversees and manages all aspects of programming and staff with regards to day camp. This position will report directly to the WJCC Camp Manager, or Assistant Manager in their absence. They will also work in cooperation with other WJCC Camp Management Team and staff. The WJCC Camp Program Director will be responsible for day-to-day tasks such as managing, delegating, scheduling and staff evaluations.

Essential Job Functions

- Organize, enhance and deliver the WJCC Day Camp program
- Schedule shifts and teams for camp counsellors
- Ensure Camp counsellors perform and operate at the expected level (complete staff evaluations)
- Schedule teams, games, activities (themed and/or special days/weeks) and crafts for day campers
- Prepare all equipment for activities the day prior
- Complete a list of supplies needed prior to the start of camp
- Ensure craft room is stocked and maintained
- Provide general supervision of games and activities throughout the day
- Ensure all daily schedules are being followed
- Responsible for lost and found (beacon house once a month)
- Ensure all safety regulations and codes are met
- Present professional appearance and attitude at all times
- Communicate and report to the WJCC Camp Manager and Assistant Manager
- Maintain a high standard of customer service
- Administer first aid as required
- Perform miscellaneous job-related duties as assigned
- We expect all staff to treat the building and surrounding properties with care and cleanliness
- Participate in staff meetings and training sessions; planning sessions in June
- Represent the WJCC in a positive and professional manner

Requirements

- Minimum 3 years experience as a camp counsellor at the WJCC and/or similar facility
- Standard First Aid and CPR-C
- Oxygen Administration
- AED
- Clear and current Vulnerable Sector, Criminal Record and Child Abuse Registry checks

Additional Assets

- Management and leadership experience

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.