

Summer Day Camp Coordinator

Kitchener Waterloo Skating Club



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JOB OVERVIEW	
Job title	Summer Day Camp Leader
Organization and department	<i>Kitchener Waterloo Skating Club</i>
Location	2001 University Avenue East, Suite 1010, RIM Park, Waterloo, ON., N2K 4K4
Hiring manager / supervisor	Debra Brown/Anabelle Langlois-Hay
JOB SUMMARY	
This position will be responsible for designing and delivering summer skating day camps for youth figure skaters.	
JOB RESPONSIBILITIES	
<p>Supervise figure skaters in recreational activities</p> <p>Parents will drop off and pick up their children directly to this employee.</p> <p>Work with office staff and Technical Director to create a schedule for the day campers which provides a balanced and fun day that compliments their sport training.</p> <p>Plan, promote, and deliver summer day camp</p> <p>Work with Communications Manager on promotion of this new program</p> <p>Recruit, screen and train volunteers to assist with the day camp</p> <p>Create processes for the Club's day camp based on industry best practices</p> <p>Design activities for youth to do when off the ice such as crafts, games, etc.</p> <p>Order program supplies / Follow the budget guidelines</p> <p>Provide a mid-summer progress report and end of summer report</p> <p>Other duties as assigned</p>	

SKILL REQUIREMENTS

Required: experience working in a day camp

Nice-to-have: experience skating and off-ice fitness; experience with not-for-profits; strategic thinking; bilingual

Education: at least 1 year post-secondary education in recreation, child and youth studies, or other related field of study

ADDITIONAL INFORMATION

Compensation and benefits	Full time Temporary \$18.50/hour Free gym membership at KWSC's Athletic Centre
Application details or instructions	Contact Debra to apply. dbrown@kwsc.org
Other info:	Deadline to apply is January 21 at midnight Contract Dates: Monday May 29 – Friday August 26 Grant application submitted to Summer Employment Opportunities Program with the Province of Ontario