



SUMMER DAY CAMP COORDINATOR **(ONE POSITION)**

About Torbay

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes' drive.

The Position

The Town is currently searching for motivated, energetic and enthusiastic individual who will work under the supervision of the Director of Recreation & Community Services and the Youth and Seniors Coordinator, the Summer Day Camp Coordinator will be responsible for overseeing all Summer Day Camp operations.

Duties will include but are not limited to the planning and implementation of summer day camp activities, bringing creativity to the camp, strong communication skills, and responsible for the general safety of participants.

Job Duties / Responsibilities:

Throughout the employment period of the role of Summer Day Camp Coordinator, the employee's responsibilities will include but are not limited to:

- Preparing groundwork for the program and implement department policy.
- Prepare and plan schedules for Summer Day Camp.
- Preparing weekly staff schedules & collecting weekly timesheets.
- Assist members Staff of both the Recreation & Community Services Department and the Human Resources Department in conducting staffing interviews and selection process.
- Conducting regular inventory of camp related materials.
- Direct Management of Summer Day Camp Staff and the Summer Day Camp program.
- Liaison between Summer Day Camp Staff and the Recreation Department.
- Prepare formative and summative evaluations for all Summer Day Camp Staff.
- Assist the Recreation & Community Services Department with other related duties.
- Assist with the interviews and selection process.
- Direct supervision of summer day camp staff.
- Liaison between summer staff and the Recreation & Community Services Department.
- Prepare formative and summative evaluations for all summer staff.
- Assist the Recreation & Community Services Department with other related duties.

Qualifications and Experience

- Experience in day camp environments;
- Experience working with children and youth of all ages;
- Excellent communication skills with both adults and children;
- Proven ability to solve problems independently.
- Applicants must be 17 years of age or older;
- Must be able to provide an updated RNC Certificate of Conduct, including a vulnerable sector check;
- Must hold a valid certification in Standard First Aid CPR Level C with AED;
- Valid NL driver's license;
- HIGH FIVE® Principles of Healthy Child Development certification would be an asset.

Period of Employment

May 4th, 2023 – August 27th, 2023

Application Process

Applications complete with a cover letter and resume can be emailed, in confidence to Mark Whalen, Director of Human Resources at mwhalen@torbay.ca **no later than 4PM on Friday March 3rd, 2023.**

Successful applicants must be available to attend mandatory training sessions which will be held during daytime, evening and/or weekend hours.

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.