



Job Title: Summer Day Camp Program Assistant

Reporting to the Community Programs Coordinator, the Summer Day Camp Program Assistant is responsible for assisting the Community Programs Coordinator with the daily operations of all Summer Day Camp Programs. You will assist by providing leadership to YMCA staff, ensuring adherence to the YMCA mission, Core Values while adhering to all YMCA of Timmins policies and procedures.

Job Knowledge / Specifications

- Post-Secondary Student who will be returning to school in the fall
- Must be 18 years of age.
- Excellent interpersonal and communication skills both written and verbal
- Ability to be a team leader in all aspects
- Ability to work independently
- Must actively work towards maintaining a neat, clean, safe and well organized work area at all times
- Must implement all policies and procedures outlined by the YMCA of Timmins
- Strong Computer skills
- Strong knowledge of the community and the community's needs
- Current Clear Criminal Reference Check (Vulnerable Sector)
- Current First Aid / CPR
- Valid Driver's licenses and access to reliable transportation

Duties

- Ensure that the each child's needs are meet within their developmental stage
- Support summer day camp staff in creating a quality program
- To direct, support and assist other program staff in the delivery of excellent member service following YMCA of Timmins standards, principles, policies and procedures
- Respond to concerns in a positive and timely manner
- Provide leadership in building quality programming including new initiatives
- Provides staff supervision including training and performance evaluations of camp counselors
- Plan, deliver and evaluate programs with the Community Programs Coordinator
- Provide reports as requested.
- Develops and implements comprehensive camp programs including running morning circle and large group activities
- Is able to address parental concerns and ensure maximum customer satisfaction.

- Maintains regular contact with staff, camp participants, parents, community agencies and volunteers involved in program.
- To supply for front line staff when needed.
- To carry out other duties as assigned

Human Resources and Leadership Responsibilities

- Work with the Community Programs Coordinator to assist in providing orientation, training and development opportunities for staff
- Participate in staff meetings when required
- To participate in required YMCA training events, some of which may be above and beyond regular working hours.
- Demonstrate positive team relationship, creating a positive work environment
- Acts promptly on all risk, health and safety concerns
- Demonstrate strong support and commitment to serving all participants
- Build positive interactions both internally / externally and support the actions of whenever possible
- Follow all YMCA of Timmins Policies and Procedures
- To carry out other duties as assigned

YMCA Competency Based Human Resource Management

Commitment to Organization Vision and Values: Demonstrates and promotes understanding of an appreciation for the mission, vision, strategic outcomes and values of the Timmins Family YMCA.

Teamwork: Actively builds teams and encourages open relationships for maximum organizational effectiveness.

Service Orientation: Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.

Initiative: Does the right thing at the right time without being asked.

Quality Focus: Ensures that YMCA programs and services are superior.

CLOSING DATE FOR THIS POSITION IS MARCH 23, 2018. THIS POSITION WILL BEGIN ON May 7, 2018 ENDING ON AUGUST 31, 2018.

All interested applicants please send your resume to:

Rori Millions

Community Programs Coordinator

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