



Summer Camp 2023

Position: Summer Day Camp Program
Assistant Supervisor

Location: Timmins (Poplar Ave.
Location)

Schedule: 35-40 hrs/wk

Closing Date: February 13, 2023

Start Date: May 1, 2023

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

The Summer Day Camp Program Assistant works closely with the Community Programs Coordinator and Regional Manager in providing counsellor development, training, coaching and supervision that reflects the missions and values of the organization. Provide leadership and guidance in communication with families and behaviour management.

Job Knowledge/Specifications:

- Post-Secondary Student who will be returning to school in the fall
- Must be 18 years of age or over
- 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 Northeastern Ontario
- Strong Computer skills (knowledge of Word, Excel)
- Strong knowledge of the community and the community's needs
- Current Clear Criminal Reference Check (Judicial Matters or Vulnerable Sector)
- Current First Aid / CPR
- Valid Driver's licenses and access to reliable transportation

Duties

- Ensure that each child's needs are met 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 Northeastern Ontario 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

Working Conditions:

- Hours are Monday-Friday between 7:30am to 5:30pm (some evenings and weekends as required)
- Staff must be available for all mandatory training
- Must be available to work until Friday August 25, 2023
- Must be comfortable working outdoors and in a high pace environment
- Must be able to working on your feet for long period of time
- Must follow all Covid-19 protocols given by the PHU and CDSSAB

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 NEO Timmins Policies and Procedures
- To carry out other duties as assigned

How to Apply:

All interested candidates are to submit a cover letter & resume to:

Aurora Millions
Community Programs Coordinator
aurora.millions@timmins.ymca.ca

This posting will close February 13, 2023

We appreciate your interest in a career opportunity with the YMCA of Northeastern Ontario Timmins. Please note that with a high amount of applicants, only those selected for an interview will be contacted.