

Assistant Program Coordinator

Job Title: ***Summer Respite and Recreation Assistant Coordinator***
Job Duration: ***June 19th – August 27th, 2019***
Job Hours: ***Full Time/8:30am-4:30pm***
Salary: ***\$13.00 per hour***
Reports To: ***Coordinator***

The summer respite and recreation program is dedicated to individuals with intellectual disabilities. The goal of the program is to provide a quality day program to school age children and young adults during the months of June, July and August enabling them to participate in recreational activities within the program and community. Working in partnership with the coordinator, the assistant program coordinator will oversee the day's agenda, supervise staff, deal with any participant and parent concerns, provide leadership for camp activities, and provide other duties as required in a camp setting for individuals with developmental disabilities. The assistant program coordinator must be able to fulfil the duties of the program coordinator in their absence and be accountable for all decisions made.

- ✓ The assistant program coordinator should work cooperatively with the program coordinator and offer input/solutions to program activities/problems.
- ✓ Directly responsible to the summer camp coordinator
- ✓ The assistant co-ordinator must have the ability to work with minimal supervision
- ✓ Coordinate the check in of all participants and ensure coordinator is aware of any concerns that parents/caregivers might have
- ✓ Assistant program coordinator must facilitate and encourage positive interactions between participants, support staff and one on one staff; assist coordinator with the allocation of support staff throughout the summer.
- ✓ Adhere to and support all summer camp policies and procedures
- ✓ Make any necessary phone calls regarding participants and be responsible for adding any necessary documentation to participants file
- ✓ Assistants are responsible for ensuring the preparation of weekly schedules and distribution to each participants home. Where email is not available, follow up phone calls should be made to ensure the schedules made it home.

- ✓ Communicate with the coordinator regarding any pertinent issues that require attention
- ✓ Assist coordinator, when requested, will assist with any escalated behavior
- ✓ Responsible for ensuring that the parent/caregiver evaluations reach the home and are returned to program.
- ✓ May be required to independently supervise support staff and participants within the camp activities in **the school or community**
- ✓ Ensure the summer camp program areas are cleaned and organized for the next day.

What else do we expect?

- ✓ Assume designated role of coordinator in his/her absence
- ✓ Assist the coordinator with resolving any staff issues
- ✓ Report all accidents/incidents to program coordinator
- ✓ Maintain professionalism at all times
- ✓ Other duties listed for the coordinator as required

Parameters of position: Maintain confidentiality of participants at all times. To stay within the camp program guidelines and not make any changes without the consent of coordinator.

Qualifications

- Post secondary education in a related field
- Motivated, self starter, organized
- Strong interpersonal and communication skills
- Provide a certificate of conduct with a vulnerable sector check
- Knowledge of Microsoft Office is essential
- Valid class 5 driver's license and use of car for duration of employment during business hours
- Valid First Aid and CPR Certificate
- Any combination of education and/or experience

Apply.....

Management Committee
Summer Respite & Recreation Program
Vera Perlin Society
P.O.Box 7114
St. John's NL A1E 3Y3
....or by email raynes@veraperlinsociety.ca
Deadline for applications.....April 21st, 2017