

Job Title: *Summer Respite and Recreation Program Coordinator*
Job Duration: *June 19th – August 27th, 2018*
Job Hours: *Full Time/8:30 am- 4:00pm*
Salary: *\$14.50 per hour*
Reports To: *Program Coordinator*

In partnership with the assistant coordinator, the program coordinator primary duty is to share the day to day responsibilities of the summer camp program. The coordinator is responsible for the coordination, operation and support of the program ensuring the effective and cohesive operation. Support and supervision of all staff, guidance and leadership, participant safety and wellness, and the administering of medications and first aid where/when applicable to a group of participants with intellectual disabilities in a day camp setting. The program coordinator is responsible to ensure all participants' basic needs are met and that the participants' enrolled in the program have a safe and fun environment to attend.

General Responsibilities

In cooperation with the general coordinator and assistant coordinator

- ✓ Identify and solve problems and areas of concern for staff and participants
- ✓ Inventory all supplies
- ✓ Plan all weekly day camp activities and special events
- ✓ Greet and welcome all participants and staff each day. Supervise parking lot as participants are being dropped off and picked up.
- ✓ Remain visible and accessible to all staff and participants
- ✓ Orient all staff and participants to camp rules on the first day
- ✓ Coordinate daily cleanup of all program areas and end of week cleanup
- ✓ Contribute to weekly staff meetings
- ✓ Responsible for program money and accountability
- ✓ Responsible for ensuring transportation requirements are scheduled for program activities. Responsible for ensuring all safety requirements are met on bus before travelling
- ✓ Meet daily with program staff to discuss and evaluate the success of camp activities
- ✓ Ensure all policies and procedures are adhered to as outlined by Vera Perlin Society
- ✓ Report all accidents/ incidents and program concerns to general coordinator
- ✓ Consult with parents when required
- ✓ Program coordinator should ensure the proper process for treating parents is followed
 - ✚ Take information
 - ✚ Try to resolve and/or offer solutions
 - ✚ Give supervisors telephone number (579-2106)
- ✓ Act as a liaison with parents and participants to ensure program success
- ✓ Maintain high level of staff morale and conduct by providing support to staff
- ✓ Report issues related to staff and participants to the general coordinator
- ✓ Ensure completion of all relevant reports related to participants and staff

- ✓ Contribute to and facilitate staff evaluations

What else do we expect

- ✓ As the participants safety is the first priority, you must know where the participants are when not in attendance
- ✓ Provide support staff with the proper instruction, guidance and support to complete their job and ensure participants are involved so they can reach their maximum potential while maintaining a safe environment
- ✓ Recording staff time for payroll and accountability
- ✓ Although this is a recreation program, professionalism must be maintained at all times
- ✓ Ensure that the one-on-one workers receive the proper guidance and support to ensure the participants are reaching their maximum potential and are safe

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 general coordinator.

Qualifications

Post secondary education in a related field
Valid class 5 driver's license
Valid First Aid and CPR Certificate
Strong interpersonal and communication skills
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 26th, 2019