

THERECC.CA

JOIN THE TEAM

RATH EASTLINK COMMUNITY CENTRE

RECC Day Camp Facilitator

Term Summer Contract

Reports to Aquatic & Youth Programming Supervisor

JOB DESCRIPTION

RECC Day Camp Facilitators provide crucial leadership to our day camp programming. Reporting to the Day Camp Team Lead, facilitators will ensure quality programming delivery by actively engaging in all aspects of programming, and building healthy relations with participants, parents/guardians, and other RECC staff. During our summer season, facilitators will spend eight weeks leading our day camp programming. Activities will include skating, climbing, swimming, crafts, and other games. On Thursdays, all camp programming will take place at Victoria Park for light hiking, field games, and swimming. Facilitators will be expected to follow RECC policies and procedures, and maintain the safety and well-being of their participants. Facilitators will take proactive measures to reduce risks, and report any concerns to the Team Lead.

DUTIES AND RESPONSIBILITIES (Included, but not limited to)

RISK REDUCTION

- Attend any pre-camp training sessions
- Provide adequate supervision of all camp participants
- Model active supervision of all participants by engaging in all activities.
- Ensure "in sight" or "within arms" reach is provided for each youth in your care, dependent on activity
- Maintain awareness of any camper dietary, medical, or other accommodations as outlined on camper registration forms
- Provide suggestions to the Team Lead Facilitator as required to prevent risks
- Ensure that all programs and activities are implemented according to relevant NS legislation and RECC policies and procedures
- Ensure adherence to all Occupational Health and Safety regulations and guidelines
- Respond to emergencies using the RECC's Emergency Response Plan

ADMINISTRATION

- Assist in preparation of daily activities for campers
- Attend debrief sessions as requested
- Ensure all registrations forms are completed and accurate for each participant
- Ensure all camper information remains confidential
- Assist with daily participant sign-in and sign-out
- Complete Accident or Incident Reports within 24 hours of any incident, accident or near misses and submit them to the Team Lead.

PROGRAMMING

- Respect all non-discrimination policies of the RECC and the NS Government, both with staff and with campers and their families (right to privacy, protection of information, etc.)
- Maintain communication with Team Lead and other facilitators during the day
- Model enthusiastic, non-competitive participation and support to all participants
- Seek opportunities for meaningful engagements with camp participants

PROGRAMMING (CONT)

- Create a positive rapport with all campers, fellow staff, and guest facilitators.
- Use active supervision of campers during activities, special day trips, free time, and guest facilitators
- Lead by example and participate in camp activities, and encourage youth to participate in all activities appropriate to their skill level
- Supervise lunch times and ensure all youth have sufficient nutritious food with them; request additional food as required
- Interact with parents upon drop off and pick up in order to gather additional information that may be beneficial in ensuring the youth is successfully engaged during each camp day
- Model enthusiastic, non-competitive participation in all activities, and support participant's needs
- Assist youth in physical activities, as required, based on each individual level of need (putting on skates, climbing wall harness, etc.)

EDUCATION/QUALIFICATIONS AND SKILLS REQUIREMENTS

- In progress or completion of High School/equivalent
- Post-secondary education in early child development, recreation, or fitness considered an asset
- Proven effectiveness in a team environment, working effectively as both a leader and a team player
- Strong interpersonal skills with the ability to effectively connect with diverse people groups, engage in collaborative processes, and facilitate conflict resolution
- Ability to function with a high level of professionalism, with conscious attention to ensuring confidentiality regarding all interactions
- Must be able to skate and swim. Skills in climbing considered an asset
- High Five training considered an asset
- Intermediate Workplace First Aid (or Standard First Aid) required

WORKING CONDITIONS

- While performing the functions of this job some tasks involve the ability to exert intense physical effort, including some combinations of running, lifting, sitting, crouching, or walking for extended periods of time.
- Exposure to a loud and busy environment
- While attending day trips there will be extended periods of time spent outside



Current Criminal Record and Child Abuse Registry Checks are mandatory conditions for RECC employment. They must be completed and submitted before any training will begin. Wage offered is based on previous experience and level of training and/or certifications.

COVER LETTER + RESUME SUBMISSION: DIRECT TO ►

[JPHILLIPS@RATHEASTLINKCC.CA](mailto:jphillips@ratheastlinkcc.ca)

We welcome cover letters and resumes from all qualified applicants. However, only those selected for an interview will be contacted. All resume and cover letters can be sent to the Aquatic and Youth Programming Supervisor, Joanna Phillips, at jphillips@ratheastlinkcc.ca. Applications will be accepted until April 22nd at 5:00pm.