

THERECC.CA

# JOIN THE TEAM

RATH EASTLINK COMMUNITY CENTRE

## RECC Day Camp Team Lead

Term Summer Contract

REPORTS TO AQUATIC & YOUTH PROGRAMMING SUPERVISOR

### JOB DESCRIPTION

Reporting to the Aquatic and Youth Programming Supervisor, the Day Camp Team Lead will provide ongoing leadership to the RECC day camp team. In addition to facilitating day camp programming, the Team Lead will assist in preseason planning, provide ongoing feedback to day camp staff, and attend weekly debrief sessions with the Aquatic and Youth Programming Supervisor to highlight opportunities for improvement. The Team Lead will be expected to show leadership in the delivery of quality programs, and ensure the day camp team is adhering to all policies and procedures. In the event of unforeseen circumstances, the Team Lead will use their problem solving skills for safe and effective alternatives.

### DUTIES AND RESPONSIBILITIES (Included, but not limited to)

#### RISK REDUCTION

- Attend any pre-camp training sessions
- Ensure there is adequate supervision of all day camp participants
- Ensure "in sight" or "within arms" reach is provided for each youth in your care, dependent on activity
- Ensure all day camp staff maintain awareness of any camper dietary, medical, or other accommodations as outlined on camper registration forms
- Provide suggestions, instructions and guidelines as required in all areas of camp facilitation
- 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
- Maintain familiarity with the RECC Emergency Response Plan and RECC Evacuation Plan

#### ADMINISTRATION

- Complete Incident or Accident Reports within 24 hours of any incident, accident, or near miss and submit to the Aquatics and Youth Programming Supervisor at the end of each week.
- Ensure all registration forms are completed and accurate for each participant, and kept with day camp staff at all times
- Facilitate daily sign-in and out for campers, and when necessary, report any relevant information to parents/guardians.
- Attend a weekly debrief with the Supervisor
- Assist in the completion of "end of summer" evaluations
- Ensure the camp area is ready at the beginning of the day, and clean after camper departure.
- Ensure all participant registration forms are held with confidentiality

#### LEADERSHIP

- Lead a team of Day Camp Facilitators addressing issues or concerns as they arise and seeking the support of the Supervisor as required
- Communicate daily schedules with day camp staff, and create alternative activities as needed.
- In the event of an emergency or other unforeseen circumstances, provide leadership and direction to day camp staff and participants.
- Create a positive rapport with all campers, fellow staff, and attending parents/chaperones
- Supervise campers during recreation, activities, and special field trips

### LEADERSHIP (CONT)

- Encourage youth to participate in all activities appropriate to their skill level
- Ensure all facilitators are leading by example and participating in activities, structured or unstructured, to maximize participation in all activities
- Lead groups from one activity to the next in an organized manner
- 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

- Completion of High School or equivalent
- Post-secondary education in early child development, recreation, or fitness considered an asset
- Supervising youth developmental programming considered an asset
- Critical thinking skills with appropriate prioritization of tasks in order to meet all deadlines effectively and efficiently
- 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
- Strong skills in swimming, climbing and skating are 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**

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](mailto:jphillips@ratheastlinkcc.ca). Applications will be accepted until April 22nd at 5:00pm.