



## Camp Assistant

### Role Summary

*A vital part of the Alison Neighbourhood Camp team, the Camp Assistant is an enthusiastic and caring leader who, together with the Camp Coordinator, advocates for and oversees all aspects of children's activities and youth programming for Alison Neighbourhood Camps. Able to multi-task, the Camp Coordinator needs to be measured and resourceful, personable, accountable, and have an incredible imagination!*

### Competencies, Skills and Qualifications

- Experience facilitating programming for youth aged 4 – 12;
- Experience in Project Management;
- Standard First Aid & CPR Certification;
- HIGH FIVE PHCD Certification;
- Current, clear Vulnerable Sector Screening.

### Areas of Responsibility

#### *Pre-Camp: 2 weeks*

- Assist the Camp Coordinator in creation and planning of program activities and structures
- Participate in all staff training sessions
- Assist in the facilitation of Leaders in Training (LIT) training sessions

#### *Day Camp: 7 weeks*

##### Program Coordination

- Assist the Camp Coordinator in overseeing, implementing and executing daily camp activities, tasks and off-site trips
- Be the first point of contact in diffusing difficult situations, and in developing proactive practices to mitigate risk and crisis
- Interact with children, enhancing their experience through development of relationships
- Lead and coach LIT's in assistance with program delivery, teamwork, & conflict resolution
- Utilize diversity and inclusion practices to inform the summer camp program delivery
- Work with an understanding and sensitivity to the multi-cultural needs of our community
- Ensure adherence to Alison Neighbourhood Community Centre Summer Camp Manual to ensure the highest quality of service delivery

##### Administrative

- Assist the Camp Coordinator in the management and accumulation of camp supplies, including maintaining inventory lists and purchasing supplies as needed
- Perform daily site checks and fill out necessary documentation
- Review and confirm all program plans, including the adherence to safe practices
- Mentor and coach LIT's in successfully achieving summer goals
- Assist in performance reviews as needed
- Maintain confidentiality of participants, volunteers, staff and Board Members
- Complete additional tasks at request of Recreation Coordinator and/or Camp Coordinator

#### *Debrief: 1 week*

- Attend debriefing session
- Assist with clean-up and shut down of site

**Additional details:**

Approximate start date: June 17<sup>th</sup>, 2024

Approximate end date: August 23<sup>rd</sup>, 2024

Compensation: 35 - 37.5/week at \$18.00/hr

*Please forward your cover letter and resume to Jamie McConkey, Recreation Coordinator at [jamie@alisonneighbourhood.org](mailto:jamie@alisonneighbourhood.org) by March 8<sup>th</sup>, 2024.*

To learn more about our organization and our Summer Camp program, check out [alisonneighbourhood.org](http://alisonneighbourhood.org)

*Alison Neighbourhood is a diverse and welcoming employer. We encourage applications from all qualified applicants. Only those selected for an interview will be contacted.*