

JOB Title: Children's Summer Day Camp Leaders

No. of position 3

Hours 30 a week for six weeks

Hourly Wage Rate: \$12.65

Tasks and Responsibilities:

Port Hardy SDA Church (PHSDAC) is looking for responsible, enthusiastic and out-going Children's Summer Day Camp Leaders Programs for a busy day-camp program in the summer of 2018.

The summer day camp leader positions is a six weeks position starting the second week of June with training. Leaders will assist other staff and supervisors in providing participating children (ages 5-12) and families with a fun and educational day camp experience. The staffers will provide friendly, courteous and professional service, identifying needs, recognizing moments of opportunity, and providing the appropriate solution to meet the needs and requests of children and families in our communities.

Responsibilities:

Providing leadership and ensuring a quality experience in a safe and fun environment for all program participants, day-to-day supervision of day camp participants including but not limited to daily activities, lunchtime, transition times, early morning drop off and late pick-up, field trips and late pick up. Assists in the planning and implementation of all scheduled programming. Manages and maintains in a neat and organized fashion the Day Camp equipment and supplies inventory. Ensures that PHSDA summer day-camp programs and services reflects PHSDAC s community standards to meet and/or exceed organizational requirements for the quality management, health and safety, legal stipulations, and general duty of care. Utilizes effective listening and communication skills to identify "Problems/Need/Opportunities" and gathers feedback from participants for reflection and evaluation. Assisting to upgrade elements of the sporting, craft and science area including minor construction skills

- Performs other related duties and responsibilities as may be required;

Required skills and knowledge:

- Highly energetic and enthusiastic, Exceptional customer service focus
- Strong communication skills (oral), listening skill, ability to ask questions.
- Independent decision-making, problem solving and analytical skills
- Teamwork and cooperation and committed to an exceptional work place environment

Other Qualifications:

- Candidates must be registered as full-time students in high school or college in the previous academic year and intend to return to school on a full-time basis in the next academic year, Previous experience with children ages 5 to 12 in a camp or educational setting will be an asset or willing to learn
- Candidates must be currently certified in First Aid/Level C CPR Certifications or is willing to obtain one, Valid driver's license an asset, Criminal Records Check may be required, Candidates should be prepared for physical labour of lifting, moving (chairs/tables etc.) and lots of walking and playing with children (very active job)

Plases forward your resume and cover letter to clomudak@bcadventist.ca