



## Halton Children's Aid Society JOB POSTING # 5-19

### Camp Manager

<b>POSITION TYPE:</b>	One (1) Temporary, Full-time Position 16 weeks, May – August 2019
<b>SALARY RANGE:</b>	\$18.96 per hour 40 hours per week
<b>DEPARTMENT:</b>	Children & Youth Services
<b>REPORTS TO:</b>	Supervisor, Children & Youth Programs
<b>POSTING DATE:</b>	March 1, 2019
<b>POSTING DEADLINE:</b>	Applications should be directed to <b>hr@haltoncas.ca</b> by March 15, 2019 at 4:30pm

#### Main duties and responsibilities include, but are not limited to:

- Develop, implement and coordinate camp programs and activities.
- Responsible for overall supervision of camp operations featuring the Futures Amazing Race theme; including development, planning, enrollment, implementation, maintaining and tracking expenses and evaluation of the camp program.
- Teach or assist with camp programs and encourage camper participation.
- Maintain a safe environment for staff and children while participating in camp programs and activities.
- Coordinate and participate in camp staff training and meetings, including FASD training and finance.
- Act as a positive role model for staff and camp participants.
- Train, supervise and evaluate camp staff.
- Responsible for knowing the location of camp participants at all times.
- Prepare and submit administrative documents and reports, including weekly timesheets for camp staff, weekly camp expenses and evaluations of various camp programs etc.
- Enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques as trained by Halton CAS.
- Liaise with Halton CAS employees regarding camp registrations for children and youth.
- Responds to general enquiries and perform other duties as assigned which are directly related to the major responsibilities of the position.
- Works in accordance with the provisions of applicable Health and Safety legislation and all Halton Children's Aid Society policies and procedures related to Occupational Health and Safety.

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### Knowledge, Education, Experience, Skills and Attributes

#### Qualifications

- Must have completed at least one year of post-secondary education and/or one year of work experience
- Current Standard First Aid and C.P.R. Certificate
- Previous camp experience considered a strong asset
- High Five training considered an asset.

#### General Skills and Attributes

- Professional, approachable and service orientated.
- Experience working with children and youth in a recreational setting.
- Ability to recognize and respond to opportunities for problem solving with children, youth and camp staff.
- Excellent leadership and supervision skills.
- Excellent judgment and conflict resolution skills.
- Positive attitude and outlook.
- Excellent communication skills and ability to engage children aged 6-18 years old.
- Team attitude and ability to multi-task
- Must possess a valid (full) Ontario driver's license and a vehicle available for work purposes.
- Must provide proof of \$2,000,000 personal liability motor vehicle insurance.
- Shall actively uphold the principles identified in the Society's Code of Conduct and Policies and Procedures.

#### **The Halton Children's Aid Society is an equal opportunity employer.**

While we thank candidates for their application and interest in HCAS, only candidates selected for an interview will receive formal acknowledgement.

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 905-635-0575. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.