



## Job Description

**Title:** Head of Camp

**Supervisor:** Head Coach

**Schedule and Duration:** Part-time May 7<sup>th</sup> – June 15<sup>th</sup> (~20hrs/week), Full-time June 17<sup>th</sup> to August 23<sup>rd</sup> 2019 (~40hrs/week, Mon-Fri 7:00am-3:00pm)

**Salary:** Dependent on Experience

**Summary:** Under the supervision of the Head Coach, the Head of Camp designs and coordinates all programming for the Atom and multi-sport camp, in addition to monitoring and assisting the staff in executing each activity in a fun, safe and organized manner. The Head of Camp is also first in line with communication of information to the families of the campers and is to coordinate, supervise and mentor to all Atom/Camp staff.

### Roles and Responsibilities:

- Coordinating, implementing and evaluating weekly programming for Atom age athletes/campers with Head Coach.
- Performing Camp opening procedures;
- In charge of running all pre-care activities with support of Junior staff.
- Being a positive role model, and setting the tone for a respectful, cooperative and fun environment, promoting team-building and fair-play;
- Greeting and coordinating parent communication on a daily basis;
- Supervising (assigning duties, reporting staff hours, managing staff to make sure protocols and execution of programming is successful) the camp staff: Coaches, Counselors, Activity Consultants within the Atom programming capacity.
- In conjunction with Head Coach, managing relationships with activity consultants;
- Working closely with the Head Coach to manage group circulation to ensure compliance and adherence to club policies;
- Ensuring with assistance of support staff that all club equipment is maintained and that the Cascades Club and surrounding property is kept tidy and organized within the capacity of the summer programs;
- Managing weekly supply purchasing (arts and crafts, kitchen supplies, etc.) and preparing reports on expenses;

- Working with Head Coach and staff to ensure development and implementation of appropriate programming in accordance with Long Term Athlete Development principles;
- Coordinating and communicating information between all staff pertaining to all Atom/Camp activities;
- Ensuring compliance with Club safety standards and the Cascades Code of Conduct for both yourself and your staff.
- Managing emergency procedures.

### **Experience, Qualifications and Skills:**

- Bilingual: French and English
- Enrolled or a graduate of Post-Secondary education
- Have a valid driver's license and access to a car
- Experience working with children in a camp or daycare environment
- Canadian Red Cross Standard First-Aid and CPR/AED "C" or equivalent (must have completed course before camp start date)
- Pleasure Craft Operator's Certification
- Knowledge of standard computer software programs (word, excel, etc.)
- Be organized, creative, positive, and solution-oriented in all situations
- Strong leadership, organizational, and communication skills are essential
- Red Cross Lifeguard and Swim Instructor certifications are an asset
- Knowledge of the Canadian Sport for Life Long Term Athlete Development model is an asset
- Acceptable police record check.

### **To Apply:**

Deadline to apply for this position is February 17<sup>th</sup> at midnight. Please send your resume, cover letter and 2 reference contacts to [adamnmayo22@gmail.com](mailto:adamnmayo22@gmail.com). If you have not been contacted for an interview by March 30<sup>th</sup> your application will be kept on file for future positions. We thank everyone for applying.