

**Boys & Girls Clubs of Hamilton**  
**Assistant Camp Coordinator**  
**(Job Description)**



Under the supervision of the Program Supervisor, the Assistant Coordinator will assist with the overall coordination of a Safe, Healthy, Recreational, Fun and Educational Summer Day Camp Program.

**SPECIFIC DUTIES:**

- Assist in the overall development, implementation and coordination of the Summer Educational Camp for children ages 5-12 years old.
- Maintain a safe environment for the children at the base location as well as during transport and while participating in programs and on field trips.
- Supervise and provide a safe atmosphere for the participants and staff. The child/ren safety is your main priority.
- Maintain and uphold the Boys and Girls Clubs of Hamilton Mission Statement and Core Values.
- Establish a positive rapport with the participants.
- Illustrate a positive role model at the highest level of professionalism. Your image is a reflection of our club.
- To assist in the hiring, mentoring, evaluating and support Camp Counsellors.
- Assist in the budgeting of the Summer Day Camp.
- To prepare an adequate weekly class lists for the children.
- Maintain and upkeep the facility, both inside and outside.
- Always be 10 min. early and ready for the shift.
- Properly set-up and clean up after use, any assigned or used areas, including the completion of any check list.
- Complete and update your time sheet prior to or after your shift.
- Inform Program Supervisor that you have completed your shift and responsibilities.
- Co-ordinate educational activities such as swimming, crafts, cooking classes etc...
- Always participate in all activities with the children.
- Perform an accurate head count.
- Administer first aid when necessary.
- Any other duties assigned by the Program Supervisor.

**QUALIFICATIONS:**

- Previous camp experience and ability to plan and coordinate indoor/outdoor programs for children ages 5-12 years old.
- **Must be a Student in the Recreation, Teaching or Phys'ed or related fields.**
- Demonstrated leadership and recreation skills.
- Skills in crafts, music, sports, games, arts, drama and volunteers.
- Must be able to communicate effectively, both orally and written form.
- Must possess a valid First Aid Certificate.
- Commitment to this position will include staff training, staff meetings and on-site attendance during camping season

**SCHEDULE:** Monday to Friday from 9:30-5:30pm

**START DATE:** June, 2012

**END DATE:** August 31st, 2012

**RATE OF PAY** \$12.25/hour (40 hours/week)