



## Summer Day Camp Site Lead

### JOB DESCRIPTION:

We are currently looking for a Site Lead to join our team of committed professionals. This full-time summer contract position within the Sault Ste. Marie YMCA.

Under the leadership of the Supervisor of Child, Youth and Family, the Site Lead is responsible for program planning and delivery to ensure participant satisfaction. The ideal candidate for this position is dynamic, able to work as part of a progressive team, enjoy working with children and can manage multiple tasks. A Site Lead should be energetic, self-motivated, and can work on their own.

- One position will be responsible for YMCA Camp McNabb Summer Day Camp Programs.

### MAJOR RESPONSIBILITIES:

- Apply behaviour management training techniques with the program participants
- Maintain the inventory of required supplies and request more when needed
- Professionally always represent the YMCA
- Build relationships with members and guests, and promote the YMCA as a charitable organization
- Coordinate staff and camp schedules
- Respond promptly to inquiries, comments, and concerns regarding programs. Conduct weekly staff meetings
- Program Development - Plan, organize and implement activities for large groups of children. Oversee the development of individual camp activities. Assist with planning and implementation of special events.
- Administrative Duties - Respond promptly to inquiries, comments, and concerns regarding programs. Undertake any additional administrative duties as delegated by the Supervisor of Child, Youth & Family Programs
- Human Resources - Assist in recruiting, training, supervising, and evaluating staff and volunteers. Provide support to staff and volunteers. Build a strong team that provides excellent service.
- Health and Safety - Ensure accident and incident reports are appropriately documented and filed. Conduct ongoing inventory of Day Camp first aid supplies. Manage medical and sign-in/out forms
- Customer Service - Deal with children and parental concerns in a professional and timely manner. Respond promptly to inquiries, comments and concerns regarding programs

### COMPETENCIES REQUIRED:

- must be able to swim
- must be a Canadian citizen, Canadian permanent resident or refugee
- must be 18-30yrs of age
- Child and Youth Focused - Committed to assisting growth and development among children and youth.
- Teamwork - The ability to work effectively with others to achieve optimal collective results.
- Integrity - Demonstrates responsible behaviour at all times and maintains high ethical standards.
- Commitment to Organization Vision and Values - Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes, and values of the YMCA.
- Initiative - Does the right thing at the right time without being asked.
- Concerns for Health and Safety - Acknowledges and understands how to manage and educate others about risk and harm reduction.
- Planning and Organization - Manage time in order to concentrate efforts on priority projects.
- Conflict Resolution - Facilitates appropriate and timely solutions to conflict.
- Problem Solving - Responds quickly to problems which threaten YMCA quality and service.
- Inclusiveness - Understands and commits to promoting equal opportunity and support for all children regardless of ability.
- Integrity - Demonstrates responsible behaviour at all times and maintains high ethical standards.
- Sense of Community - Demonstrates an awareness and understanding of community and responds to identified needs

**MINIMUM QUALIFICATIONS REQUIRED:**

- High Five Sport or Principles of Healthy Child Development an asset not a requirement
- Current Certification in Standard First Aid & CPR Level C
- Current Criminal Record Check with Vulnerable Sector Check
- Experience working with children and youth in a recreational setting
- Camp McNabb Gymnastics Counsellors must possess current Level 1 Gymnastics certification
- Lifeguards must possess National Lifeguard Certification
- Education in Child and Youth Work / Education / Psychology / Social Work / Kinesiology/Recreation an asset
- must be able to swim
- must be a Canadian citizen, Canadian permanent resident or refugee
- must be 18-30yrs of age

**Job Types:** Full-time, Fixed term contract

**Schedule:**

- Day shift – 8:30-4:30 or 9-5 Monday to Friday

**Work Location:** McNabb site or Sault College Waterfront site

**Application deadline:** 2024-05-31

**Expected training start date:** 2024-06-19

**Contract start date:** 2024-07-02

**To Apply:** Submit your resume with cover letter to:

Makayla Porcheron  
Child Youth and Family Supervisor  
Sault Ste. Marie YMCA  
235 McNabb Street  
Sault Ste. Marie, ON P6B 1Y3

Please include '*Summer Camp Site Lead application*' in your subject line

E-mail: [makayla.porcheron@ssmymca.ca](mailto:makayla.porcheron@ssmymca.ca)