



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

DAY CAMP PROGRAM COORDINATOR, ASSISTANT COORDINATORS & LEADERS

SUMMER Day Camp Program Coordinator (June 17 – September 6)

SUMMER Day Camp Leaders (July 2 – August 30)

The Township of Centre Wellington’s Community Services Department is now accepting applications from qualified secondary and post-secondary students interested in being part of our Summer Day Camp Programs, held at the Jefferson Elora Community Centre and the Centre Wellington Community Sportsplex, Fergus Grand Theatre and the Belwood Hall. Day Camp staff are required to hold a minimum of Emergency First Aid Certification and the High Five Principles of Healthy Childhood Development Certification. If Successful candidates do not hold these certifications, they will be expected to obtain them prior to employment. The Township will provide successful candidates with options to obtain the required certifications.

Day Camp Program Coordinator

Responsible for the planning and supervision of the weekly day camp program for children ages 5 – 12 years, as well the supervision of Assistant Coordinators and Day Camp Leaders. The Day Camp Coordinator will primarily work from the Centre Wellington Sportsplex. Summer day camp and previous day camp supervisory experience is considered an asset. Successful candidates are required to obtain a vulnerable sector check.

Assistant Day Camp Coordinator

Responsible for overseeing site specific Day Camp operations and planning weekly activities for their location. One Assistant will be required at the Jefferson Elora Community Centre and one at the Fergus Grand Theatre. Previous Day Camp experience is considered an asset. Successful candidates are required to obtain a vulnerable sector check.

Day Camp Leaders

Responsible for the implementation of the weekly day camp program for children ages 5 – 12 years. Leader-in-Training and previous day camp experience is considered an asset. Successful candidates are required to obtain a vulnerable sector check.

Expected hours of work include a forty (40) hour week from Monday through Friday between 8:00 am – 5:00 pm.

Candidates must possess good communication skills, both written and verbal, and have the ability to interact with the public and student participants in a courteous and effective manner. Workers are expected to be able to work independently as well as in a team environment.

All applicants must be enrolled in full time secondary or post-secondary school for September 2024 to be eligible.

<u>Hourly Wage:</u>	Leader Position	\$18.11 - \$20.37 per hour [2024 rates]
	Assistant Coordinator	\$20.37 - \$22.91 per hour [2024 rates]
	Coordinator Position	\$22.64 - \$25.47 per hour [2024 rates]

How to Apply: Interested applicants are invited to submit their cover letter and resume in MS Word or PDF format by email to careers@centrewellington.ca by April 1, 2024, at 11:59 p.m. Please quote job posting ‘2024-010’ in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township’s web site at www.centrewellington.ca and search the Job Opportunities link. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however only those candidates selected for an interview will be contacted. No phone calls please.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.