



Town Rocky Harbour/Town Norris Point

Recreation Coordinator Full Time - Seasonal (May to September)

The Town of Rocky Harbour and the Town of Norris Point currently requires a Recreation Coordinator to help plan and implement a 6 week summer camp program in the two communities.

Job Title: Recreation Coordinator

Hourly Wage: \$13.50 hour

Hours of Work: 8:30 am to 5:00 pm (Monday to Friday)

Number of hours per week: 40

Anticipated start date: May 25, 2015

Anticipated end date: September 11, 2015

Qualifications:

The Recreation Coordinator will be responsible for assisting, developing, implementing, maintaining and evaluating a summer camp program that includes a wide variety of activities for children age 5 to 12 years of age. We are looking for someone who is a dynamic self-starter with strong interpersonal and organizational skills, a passion for promoting health and well-being through interactive play and sport. Applicant should be efficient in Microsoft Word, Power Point, and Excel programs; have strong communication skills and able to work independently. Applicant should have program and business management skills. Applicant will be required to have strong leadership qualities with a major emphasis on Team Management especially in the area of conflict resolution; Staff supervision would be an asset. Experience working with children and youth in a day camp/recreation program setting would be an asset.

Additional requirements:

First Aid and CPR certificates would be an asset

Use of a private vehicle as there is travel between work sites (summer camps held in Norris Point and Rocky Harbour)

Duties:

The Recreation Coordinator will be responsible for ensuring the summer camp program provides educational, interactive and safe opportunities to engage children and youth, with a focus on overall health and wellness. Coordinator responsibilities include:

- Overall coordination of the summer camp program
- On-going design, delivery and evaluation of the summer camp program
- Provide technical and professional advice on recreation and sports matters
- Provide recreation programming and events for camp participants
- Create, plan and organize recreation and interactive activities for 6 week-long summer camps through the development of weekly camp lesson plans
- Execute all recreation activities on the weekly camp calendar
- Orientate and support camp staff as needed – support camp staff in the facilitation of camp activities
- Assess the recreation skills and abilities of camp participants and engage participants accordingly
- Make sure proper equipment and supplies are available and in place for all camp activities
- Ensure camps are properly publicized
- Maintain camp enrollment and registration records
- Supervision and mentoring of camp staff and participants
- Assists in networking and development of partnerships within the community
- Ensure camp facilities are kept clean, neat and tidy
- Maintain an inventory list and monitor usage of supplies
- Confirm paperwork is prepared accurately and submitted in a timely manner in accordance with the operations manual (completion of daily/weekly logs, and preparation of a final summary report)
- Monitors program effectiveness, identifies necessary program changes and develops recommendations to improve the program. Provides input into future camp activities and program goals.
- On-going dialogue with parents and guardians regarding child's camp experience.

Deadline for submission of resumes is Friday, February 20, 2015 at 4:00 PM.

Please forward applications to:

**Debbie Reid
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Rocky Harbour, NL
A0K 4N0**

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Email: rockyharbour@msn.com**