
Employment Opportunity Available

Day Camp Coordinator Summer Student Position

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The Township is seeking a highly motivated, team oriented individual for the temporary position of **Day Camp Coordinator**.

Position Summary:

Reporting to the Recreation and Special Events Coordinator, the Day Camp Coordinator is responsible for coordinating, implementing and evaluating the Summer Day Camp Programs for ages 5 to 13 years, in a variety of activities including sport and recreation programs that promote healthy growth and development.

Qualifications and Experience:

Applicants should be outgoing, organized and able to manage multiple and competing priorities as they relate to staff scheduling, program planning, event coordination, and administrative duties. Enforcing safety rules and regulations is essential. Applicants must be enrolled in University or College with interest in a child care related field (i.e. Human Kinetics, E.C.E., or Recreation). Applicants must hold a valid First Aid/CPR certification. A HIGH FIVE certification with QUEST is considered an asset. A minimum of three (3) years' experience in programs for children and/or recreational programs is required.

Location and Hours of Work:

This position is a mixture of indoors and outdoors with work locations including Elmvale, Midhurst and other off-site destinations. All applicants must be available to work 21 hours a week for the month of May and 40 hours per week from June to August between the hours of 7:30 am and 6:00 pm, Monday through Friday.

Rate of Pay:

\$16.90 per hour (2018 rate; under review) plus statutory holidays and vacation pay as per the Employment Standards Act.

Note: An employment offer for all camp positions is conditional upon receipt of a Criminal Records Search - Vulnerable Sector Screening that is acceptable to the Township of Springwater. All required certificates must be in good standing.

All applicants must be a registered full-time student during the preceding academic year and provide proof of enrollment of returning to school on a full-time basis in the next academic year. All applicants must be available to attend training in May and June.

Please note that all positions are subject to Council approval and contingent on funding.

How to Apply:

All applicants must submit a current resume and a Day Camp Employment Application Form (available on the Township's website) by **12:00 noon on Friday, January 18, 2019.**

All applicants are encouraged to provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly.

Resumes and applications can be mailed, dropped off or emailed (Word or PDF format only) to the following:

Day Camp Coordinator Competition

Attention: Human Resources

Township of Springwater

2231 Nursery Rd.

Minesing, ON L9X 1A8

recruitment@springwater.ca

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Please contact the municipality for availability of accommodations for applicants with a disability.