

Variety Village Job Posting

Position:	Program Coordinator, Camps, Fitness & After School Program
Status:	Full-time, Supervisory
Reports To:	Director, Programs
Position Available:	Mid-August 2019
Location:	Variety Village, Scarborough, ON

Summary:

The responsibilities of the incumbent includes promoting and overseeing the successful delivery of Variety's camps, After School Program and fitness and wellness programs. The incumbent will be involved in the selection, training and evaluation of program delivery staff and related logistics involved in program delivery.

Responsibilities include but are not limited to:

- Managing the camp experience, ensuring quality programming in a safe, adapted and inclusive environment;
- Ensuring that Variety maintains its Camp Accreditation status through ongoing monitoring and assessment and participation in the Ontario Camps Association inspection process;
- Participating in the Ontario Camps Association community by evaluating other camps follow a year in the role;
- Providing staff with a role model through strong leadership, guidance and support;
- Participating in the development of the annual camp budget and the related promotion of camps in order to meet forecasts;
- Relationship building within the community, including existing and new partnerships
- Attending respite meetings and working with supporting organizations in order to provide one to one camp support for participants in need;
- Researching funding options;
- Managing the registration process for camps and the After School Program,
- Coordinating staffing schedules for programs and area supervision, ensuring appropriate staffing coverage;
- Actively participating in recruitment, screening, selection, evaluation and training of program staff,
- Supporting the mentorship program and implementing where appropriate;
- Responsible for program planning, including space allocations, budgeting, and staffing;
- Overseeing orientation of staff, volunteers and co-op students;
- Assisting with planning and delivering staff in-services;
- Approving staff shift changes or modifications through When I Work,
- Fostering supportive interaction amongst staff;
- Following appropriate emergency procedures;
- Implementing training and orientation for all Head Counselors and Instructors;

- Supervising staff and coordinate appropriate staff schedule;
- Overseeing the camp registration process, including responding to inquiries;
- Monitoring summer camp and other related activities on a daily basis;
- Responding to member, participant and parent questions and concerns;
- Working collaboratively with other program and facility Coordinators;
- Performing other related duties as required.

Qualifications and Skills Required:

- Minimum of 3 years experience in adapted physical education and instruction setting;
- Post-secondary education in Recreation/Leisure, Sports Administration or Physical Education;
- Minimum three-years experience as an instructor working in a camp and/or programs setting;
- Experience in integrated programming;
- Valid certification in CPR, First Aid, AED
- Current NL or will to obtain within first 6 months
- Strong verbal and written communication skills;
- Demonstrated leadership skills;
- Experience working with individuals with disabilities;
- Enthusiastic and dedicated to delivering quality programs for both children and adults,
- Assertive and able to motivate others;
- Experience in working with individuals with varying disabilities;
- Experience supervising staff, co-op students and/or volunteers;
- Excellent communication skills and understanding for the importance of regular, meaningful feedback;
- Strong organizational skills, with an ability to effectively prioritize work;
- Ability to remain calm and level headed in all situations;
- Ability to work a flexible schedule when needed

Application Deadline:

Interested applicants should submit their resume, along with a letter of application, including salary expectations, by **May 17th, 2019** to:

Human Resources
 Variety Village
 3701 Danforth Ave.
 Scarborough, ON M1N 2G2
humanresources@varietyvillage.on.ca

Selected applicants may be required to participate in a multi-step interview process. The successful candidate will be required to complete in a criminal record check.

Visit us at www.varietyonario.ca

Please note that requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements outlined in the job posting. Applicants should make their requirements known when contacted.

We sincerely thank all applicants in advance for their interest in Variety. Please note however that we are only able to contact individuals who have been selected for an interview.