

YMCA Day Camps

ASSISTANT COORDINATOR

A DAY AS AN ASSISTANT COORDINATOR

Reporting to the camp management team, the assistant coordinator will ensure the development, coordination, and proper functioning of the day camp program. They will supervise and support the team of counsellors and companions. They will participate in all aspects of the camp, including pre-camp preparation and training as well as administrative and daily tasks. They will establish and maintain positive relationships with children, parents/guardians and the camp team, and ensure that all participants have a rich YMCA camp experience.

IN THIS POSITION, YOU WILL BE RESPONSIBLE FOR:

- Assisting the site coordinator with camp preparation;
- Helping your supervisor plan and schedule the programming, as for example camp activities and outings;
- Helping your supervisor develop and deliver training content;
- Preparing and leading team meetings in collaboration with your supervisor;
- Helping your supervisor with material and employee management;
- Ensuring that children and staff members are adequately supervised and that the camp is safe and clean;
- Assisting the management team with various administrative tasks;
- Ensuring camp programming is effective and high quality in accordance with YMCA standards;
- Communicating regularly with parents/guardians to develop and maintain a positive relationship with them and the children.

WHAT WILL YOU GAIN?

- The opportunity to work with incredible colleagues in a fun environment;
- The opportunity to work indoors and outdoors (sun, swimming pool, fresh air, etc.);
- The opportunity to have a positive impact on your community and make a significant difference in the lives of our campers;
- A job that motivates you and allows you to develop your leadership and organization skills and that allows you to work with people who are passionate about day camps and leisure;
- Free CPR and first aid training;
- The opportunity to secure year-round employment at the YMCA.
- A membership to the YMCA for the duration of your employment.



CANDIDATE PROFILE



Be at least 18 years old.



Have good command of French and English, written and spoken.



Have at least three years of experience working in a day camp.



Have or be in the process of completing a college or university degree in child development, psychology, education or leisure sciences.



Have experience supervising staff.

KEY SKILLS

- Be able to support the growth of campers and employees in activities;
- Participate in teamwork and ensure a good work atmosphere;
- Be responsible and adhere to YMCA ethical standards;
- Demonstrate initiative and autonomy;
- Guide, motivate and inspire others.

FOR YOUR PROFESSIONAL GROWTH, THE YMCA DAY CAMPS OFFER:

- **The opportunity to work at the location of your choice:** Notre-Dame-de-Grâce YMCA, Westmount YMCA, Concordia University (downtown campus), Pierrefonds Community High School, Saint-Roch (Québec City).
- **An hourly wage of \$17,75.**
- **Variable working hours:** Monday to Friday, mornings and late afternoons – 35 to 40 hour sa week as needed.
- **Meetings and training to guide and support you:** beginning of March to June.

Duration of employment:

From March 2023 to August 2023*

** Some camps will end on August 11 or 18, 2023*

Do you feel like you would be a good fit for the assistant coordinator job?

Then please fill in the following form:

In-person interviews will be held in February 2023. We look forward to meeting you.

