



**Job Title:** Kids Day Camp Coordinator

**Position:** 16 weeks, 40 hours/week

**Location:** 17410-106a Ave, various sites in West Edmonton

**Apply:** [hr@kidsontrack.org](mailto:hr@kidsontrack.org)

**Include:** Cover letter and resume, any relevant course descriptions certificates, and volunteer work, experience working, volunteer, or participating in a faith-based organization

**Number of openings:** 1 position available

**Date Range:** May 9, 2022 – August 26, 2022 (grant dependent)

**Wage:** \$ 19.00/hr

**Deadline:** April 30, 2022

**Duties and Responsibilities:**

- Plan and oversee Kids Day Camp program for children grades 1-6 (2 sites, 40 kids at each site, staff of 10)
- Plan and implement the physical literacy-based Christian Character Education curriculum
- Ensure a variety of learning activities including music, drama, art, games, storytelling and sharing times are incorporated
- Plan and oversee a daily half-day activity (field trip, outings, in-house field trips) including bookings with facilities, planning a unique and exciting experience for the kids at the field trip site, and coordinating transportation to and from the site
- Marketing summer program to schools and community agencies
- Responsible for implementing all policy and procedures of Kids On Track and the day camp sites and ensure their team is following protocol
- Responsible for all administrative support involved including registration, record keeping, basic budgeting, and data entry
- Provide support and supervision of program staff running the programs
- Assist with training of the summer staff and youth volunteers
- Perform program and personnel evaluations as required
- Reports directly to Program Manager, Program Director, and will work with Summer Site Coordinator and Youth Coordinator

**Requirements/Skills:**

- Must be in agreement with the Christian mission of the organization
- Must be an experienced leader, able to direct and instruct others in organizing tasks to be completed
- Must be experienced in leading children with an ability to relate to disadvantaged children and those who are presenting behavioral challenges
- Must have experience planning and implementing Christian faith-based lessons, utilizing music, drama, art, games, storytelling and sharing times.
- Must be able to implement learning activities that are age appropriate, utilize experiential learning techniques, linked to practical life applications, and build social competencies.
- Must be able to adhere to the design principles of making sure the program is developmentally appropriate, safe, and welcoming of diversity and uniqueness
- Must have driver's license and access to own vehicle- (mileage reimbursed)
- Class 5 or Class 2 (Bus license) an asset
- High Five Principals of Healthy Child Development and Quest II certification an asset
- Must have current CPR Level C and First Aid certificate
- Must submit a clear Police Security Check and an Intervention Record Check
- Minimum of 18 years of age and under the age of 30 (grant requirement)
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada (grant requirement)

**Organization Description:** Kids On Track is a community building organization that provides hope, direction, and ongoing support for children, youth, and their parents. Educational, social, spiritual, and recreational elements are combined to deliver well-rounded programs. We cultivate relationships with participants encouraging their faith, character and leadership development, social skills, and a healthy lifestyle. We strive to support families that have limited opportunities due to various challenges.