



Job Title: Kids Day Camp Site Coordinator

Position: 12 weeks, 40 hours/week

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

Apply: 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: 2 positions available

Date Range: June 6, 2022 – August 26, 2022 (grant dependent)

Wage: \$ 17.50/hr

Deadline: April 30, 2022

Duties and Responsibilities:

- Plan and implement Kids Day Camp program
- 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
- Assist with planning 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
- Prepare activity plans for each day using Kids On Track planning forms
- Provide training, direction and supervision of staff, youth volunteers and adult volunteers
- Responsible for implementing all policy and procedures of Kids On Track and the day camp sites and ensure their team is following protocol
- Communicate with parents, program coordinators, and staff as necessary
- Assist with supervision and training of Leaders In Training Youth volunteering in day camps
- Reports directly to the Summer Coordinator, Program Manager, and ultimately the Program Director
- Works closely with Youth Manager and team

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 adhere to the design principles of making sure the program is developmentally appropriate, safe, and welcoming of diversity and uniqueness
- Must have basic administrative and management skills, must be organized
- Must communicate well and in a timely manner
- Must be physically fit and able to lead a wide range of recreational pursuits. Specific athletic skills such as swimming, biking, archery and canoeing would be an asset
- Must have driver's license and access to own vehicle- (mileage reimbursed)
- Must have current CPR Level C and First Aid certificate
- Must submit a clear Police Security Check and an Intervention Record Check
- 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)
- Minimum of 18 years of age and under the age of 30 (grant requirement)
- Class 4 or Class 2 (Bus license) an asset
- High Five Principals of Healthy Child Development course an asset

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.