



**Kids
On
Track**

Job Title: Youth 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 recreational summer programs for community youth (staff of 4)
- Focus of the youth program will be outdoor education skills and activities including field trips and remote camping experiences
- Planning and implementing outdoor pursuits such as a girl's backpacking trip, week-long youth camp in Jasper etc.
- Plan and implement 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
- Facilitate the integration of youth from a variety of socio-economic and cultural backgrounds
- Create mentoring relationships with community youth with a focus on facilitating the development of appropriate and supportive social relationships with other youth and adults
- 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
- Assist with 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
- Communicate with parents, program coordinators, and staff as necessary
- Reports directly to the Summer Youth Coordinator, Youth Manager, and ultimately the Program Director

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 youth with an ability to relate to disadvantaged youth and those who are presenting behavioral challenges
- Must be physically fit and able to lead a wide range of recreational pursuits including but not limited to canoeing, swimming, backpacking, hiking, and cycling
- 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)
- 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)
- Class 5 or Class 2 (Bus license) an asset
- High Five Principals of Healthy Child Development and Quest II certification 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.