

JOB POSTING

Job Description: Summer Day Camp Volunteer Coordinator
Job Status: Temporary Full-time
Hours: 35 hours per week

Organization

With a vision of a vibrant, connected community, Parkgate Society (PS) creates opportunities for people in our community to live life better. We support this vision through the development of a unique and diverse blend of accessible low-cost and no-cost programs and services, created in direct response to community needs; primarily serving children, youth, families, and seniors.

Governed by a volunteer Board of Directors, staffed by over 100 dedicated employees, and assisted by many volunteers, our diverse and welcoming team are committed to making Parkgate Society a welcoming and inclusive community services organization.

Position

Parkgate Society is pleased to offer an exciting opportunity for a full-time Summer Day Camp Volunteer Coordinator to lead a team of volunteers from July 1 to August 23, 2024, for our Summer Day Camps at Parkgate Community Centre. We provide high quality, well-respected day camp experiences for children aged 5-12 year of age.

- Must be available to work 35 hours per week, Mon–Fri for all 8 weeks between July 1 - August 23, 2024, plus a 7-hour paid training and orientation session on Saturday, June 22, 2024. Ideal candidate will be available for part-time hours starting in May/June.

Job Description

- Lead in the training and orientation of volunteers for summer camps
- Provide supervision and support to volunteers
- Assist in day camps as required and engage with children in an enthusiastic and friendly manner
- Be able to communicate positively and professionally with co-workers, volunteers, and families
- Communicate with Camp Leaders to obtain feedback on volunteer performance and communicate this feedback to the volunteers
- Mentor volunteers to improve their skills and abilities
- Schedule volunteers, making changes and adjustments as needed



Job Skills and Qualifications

- Excellent communication, planning, leadership, coaching, and problem solving abilities
- Administrative and organization skills
- Experience working with Microsoft Office, including Word, Excel and Outlook
- Ability to work independently and as part of a team
- Ability to build and maintain excellent relationships with children and high school students
- Responsible Adult Certification
- Criminal record check required

Priority will be given to those with previous experience:

- as a volunteer
- with non-profit organizations
- coordinating or supervising volunteers

HRSDC Canada Summer Jobs Grant

This position is partially funded through the HRSDC Canada Summer Jobs Grant. In compliance with HRSDC Summer Jobs Grant guidelines, applicants must be under 30 years old.

Remuneration

\$21.00 per hour

How to Apply

Please forward your resume and cover letter by email with the heading, Summer Day Camp Coordinator, to info@parkgatesociety.ca Job posting will be open until the position is filled.

We thank all applicants for your interest in employment opportunities with Parkgate Society however, only shortlisted candidates will be contacted.

