



INTERNAL/EXTERNAL JOB POSTING (Job Posting #2019-51)

TITLE: Program Coordinator
POSITION STATUS: Full Time - Seasonal
REPORTS TO: Director

POSITION DESCRIPTION:

Plans and oversees the implementation of camp activities and staff training course manuals for all activities for Deaf and Hard of Hearing children, youth and adults with Complex needs.

Reporting to the Director the Program Coordinator is responsible and accountable for providing and ensuring the provision of safe, secure, healthy, comfortable and pleasant environment for camp activities, skill instruction and leisure time.

PRIMARY DUTIES/REQUIREMENTS

- Supervise and Coordinate Program Staff consistent with Camp policies & procedures
- Plans and supervises the planning and implementation of the Summer Camper Activities and Skills, evening programs and theme days in such a way as to ensure participation of all campers and staff in safe and inclusive manner.
- Supervises and mentors the program team staff. Schedule staff assignments for program skills and activities.
- Be able to lead Program skills and Activities.
- Evaluate and monitor program skills and activities and make adjustments as needed.
- Assists with Senior Leadership by working together with the Team Leaders of all Staff areas.
- Participates in quality management of all programs and activities.; ensuring all aspects of health and safety are being adhered to

QUALIFICATIONS

- Knowledge of ASL
- Possess at least 1 year of program related work experience
- Successfully completion of Grade 12
- Able to work independently and as part of a team
- Demonstrates strong interpersonal skills and leadership abilities
- Respects the goals, philosophy and objectives of the organization

- Possesses or is willing to obtain Occupational Health and Safety Certifications
- Enrolled in full time studies in related to Recreation and Leisure and or Human Services
- Previous supervisory experience would be an asset
- Possess excellent time management skills
- Work successfully in a team-centred environment PLUS work independently in a self-directed manner
- Must be 30 years or younger and enrolled in full time studies for fall 2018

Interested candidates please email resume to: Derek Rumball at drumball@bobrumball.org or Joanne Bursa at: jbursa@bobrumball.org or fax to (416).449.8881

**Please contact the above if you need accommodation at any stage of the application process.
We thank all applicants in advance, however, only candidates selected for an interview will be contacted.**

Posting Date: May 9, 2019

Closing Date: May 27, 2019

Start Date: June 29, 2019