



JOB POSTING

Job Title:	Assistant Day Camp Leader
Reports To:	Head Day Camp Leader & Summer Program Coordinator
Status:	Summer, Full-Time

ABOUT MASKWA

The Maskwa Aquatic Club (www.maskwa.ca) is a non-profit organization dedicated to providing high performance paddling activities, as well as quality outdoor recreation, exercise and fun to Halifax and the surrounding community. For 48 years, Maskwa has been the centre of Halifax's paddling community. It has developed junior and elite-level paddlers, including 2012 Olympic bronze medalist, 2x World Champion, and world record holder Mark de Jonge.

SUMMARY

The **Assistant Day Camp Leader** is a full-time summer position (July & August). The successful candidate will be responsible for assisting in the implementation of the Maskwa Adventure Day Camp recreation program. Working closely with the Head Day Camp Leader, you will be responsible for the day-to-day operations of the Day Camp program. This includes supervision of the children, following a pre-made schedule, assisting in the creation of age-appropriate (7-12) group activities, and assisting with the overall coordination of the program. Communication is also an integral part of your responsibility. The Head Day Camp leader will be the first line of communication, however you will also be involved in communicating with the children enrolled in the Day Camp, the Summer Program Coordinator, the lifeguards, the paddling coaches, and Maskwa member parents when necessary.

RESPONSIBILITIES

- Ensuring the safety and supervision of children enrolled in the Day Camp
- Implementation of the Day Camp program, including:
 - Helping to create and schedule a two-week block activity plan that includes a mix of on-water and off-water activities including canoeing, hiking, basketball, swimming, etc.
 - Participating in program planning meetings with the Head Day Camp Leader and Summer Program Coordinator
 - Assisting to coordinate schedules with the Head Coach and Head Lifeguard to ensure optimal scheduling between the day camp, swimming and paddling programs
- Ensuring a clean environment for camp participants, including:
 - performing sanitization duties and ensuring proper hand washing by camp participants
 - ensuring facility cleanliness at all times
 - general club respect and tidiness

- Ensuring compliance with Club safety standards (ie: safety boats prepared and on-water, PFDs on all participants, proper handling of equipment, etc.)
- Being a leader for children, and providing a safe and fun atmosphere on and off the water
- Writing Incident Reports when necessary
- Assisting the Summer Program Coordinator in the daily sign in/out of all Maskwa attendees
- Additional special projects, tasks or assignments as assigned by the Head Day Camp Leader or the Summer Program Coordinator, on an as needed basis

CERTIFICATIONS REQUIRED

- Criminal background and vulnerable sector check is required prior to offer of employment (at prospective employee's cost)

SKILLS REQUIRED

- Experience working with children at either a daycare facility, school, camp or other venue
- Ability to work in a fast paced, multi-tasked environment
- Able to adapt to changing situations
- Possess strong communication, organizational, time management, leadership, and interpersonal skills

OTHER

- **Vacation:** Vacation time (including time off requests for appointments or personal matters) is not provided at all due to the short work season and the fact that all staff are needed in order for programs to run efficiently. On the rare occasion that extenuating circumstances arise, requests can be submitted to the HR committee for consideration. (Note: These requests must be submitted in writing at least two weeks in advance, and are not guaranteed to be approved).
- **Early End Date for Students:** If you are a university student and planning to leave early at the end of the summer for school, please communicate this during the interview process.
- **Age:** Must be 15 years old as of July 04, 2022.

PAY RATE

- \$13.75 / hour

Please send cover letter and resumé to info@maskwa.ca by February 04, 2022 to be considered for this position.