



JOB POSTING

Job Title:	Summer Program Coordinator
Reports To:	Head Coach
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 **Summer Program Coordinator** position is a full-time summer position (July-August). The successful candidate will assist the Head Coach in the day-to-day operations of the Club, ensuring all aspects of the Club's summer program are operating as expected and providing assistance where needed. This will include member-facing functions, child supervision, dock assistance, staff oversight, and other tasks where and when required. Communication is also an integral part of your responsibility as you will be involved in communicating with the children enrolled in the summer programs, the day camp leaders, the lifeguards, the coaches, and Maskwa member parents when necessary.

RESPONSIBILITIES

- Ensure all aspects of the Club's summer program are operating as expected and provide assistance to the Head Coach where needed
- Provide child supervision (assist with participant arrival and lunchtime supervision)
- Provide dock assistance (assist with departure and return of the children to the dock area, help tidy the dock area, help put boats in the water, assist children getting into and out of their boat from the dock)
- Assist in the organization and coordination of special events (ex: fun days, and social activities)
- Assist with pick up of essentials (canteen supplies) and delivery of water testing results
- Coordinate and supervise the Head Day Camp Leader, the canteen leader, and the custodian, under the direction of the Head Coach
- Schedule staff lunch breaks and hours where necessary
- Ensure a clean and safe environment for camp participants; including performing sanitization duties and ensuring proper hand washing by camp participants
- Write Incident Reports when necessary
- Other duties as may be required from time to time

CERTIFICATIONS REQUIRED

- Successful completion of Grade 12
- 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
- Competencies in working in an environment with children
- Personality traits such as being sociable, communicative, and proactive are strong assets
- Able to multi-task and work in a fast-paced environment
- Attention to detail
- Effective organizational skills
- High degree of interpersonal, conflict resolution solving skills, and communication skills are necessary

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.

PAY RATE

- \$18.00 / hour

**Please send cover letter and resumé to info@maskwa.ca
to be considered for this position.**