



JOB POSTING

Job Title:	Head Day Camp Leader
Reports To:	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 50 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 **Head Day Camp Leader** is a full-time summer position (June 24 - August 23, 2024). The successful candidate will be responsible for the implementation of the Maskwa Adventure Day Camp recreation program. Reporting to the Summer Program Coordinator, 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, creation of age-appropriate (7-12) group activities, and overall coordination of the program. Communication is also an integral part of your responsibility: communication involving the children enrolled in the day camp, the swim program and lifeguards, the paddling program and the coaches, and Maskwa member parents will be necessary.

RESPONSIBILITIES

- Ensuring the safety and supervision of children enrolled in the Day Camp
- Overseeing the work of your Assistant Day Camp Leaders in the operations of the program
- 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 Summer Program Coordinator and Assistant Day Camp Leaders
 - Coordinating 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:
 - 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 Summer Program Coordinator, on an as needed basis

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
- Ability to work in a fast paced, multi-tasked environment
- Ability 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 guaranteed 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 Commodore 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
By February 01, 2024 to be considered for this position.**