

JA Summer Camp Coordinator ~ Summer Student

Posting date: Thursday, April 25, 2019

Start Date: June 17 – August 19, 2019

Hours: 10:00am - 4:00pm, Monday-Friday, during off-camp weeks | 8:30am – 5:00pm,
Monday-Friday during camp weeks

Address: JA Waterloo Region
40 Shirley Ave.
Kitchener, ON N2B 2E2

Reports To: Community Relations Manager (Events & After School Programs)

Company Info:

JA Waterloo Region is a social profit organization that delivers work readiness, entrepreneurship and financial literacy programs to local students in K-W, Cambridge, Brantford and surrounding areas. As a youth oriented organization JA Waterloo Region values creativity, energy, and enthusiasm. Our organization provides the opportunity to enjoy an enriching experience impacting our local youth while building strong connections within our business community.

Position Summary:

JA's new summer camp, *Fish Tank*, is an introduction to all things entrepreneurship. It offers campers (age 9-13) an exciting approach to learning about basic business skills. With the guidance and support of JA camp counselors and special guests, campers are taken through each step of creating their very own business. Working with the JA Community Relations Manager and other members of the JA team, the JA Summer Camp Coordinator is responsible for coordinating all aspects of *Fish Tank*.

The camp calendar is as follows:

- June 17 – July 5 (camp preparation)
- July 8 - 12 (camp in Waterloo)
- July 15 – 18 (OFF)
- July 19 (half day camp prep)
- July 22 - 26 (camp in Kitchener)
- July 29 - August 2 (camp in Waterloo)
- August 5 – 8 (OFF)
- August 9 (half day camp prep)
- August 12 – 16 (camp in Cambridge)
- August 19 (half day wrap/organizing/final report on camp)

This position is the onsite camp leader during the weeks of camp and will be responsible for ensuring the safety, welfare and fun of all youth participants and volunteers. This individual is actively involved in the planning and implementation of the camp curriculum. This individual must be willing to work non-traditional hours on occasion (during camp weeks).

Responsibilities:

Camp

- Assist with camp registration process
- Ongoing and timely communication with campers and their parents
- Review and distribution of parent information package
- Development of camp curriculum in collaboration with Community Relations Manager
- Coordinate tours of local businesses near camp locations
- Identify and confirm special guests for campers to learn from during camp
- On-site supervision of campers during camp weeks
- Assist with volunteer recruitment, training and appreciation
- Assist with general inquiries via email and phone
- Maintain camp supplies and restock as required

Office Support

- Maintain camp laptops at the end of each camp week (ensure updates are made, remove what is no longer needed)
- Other duties as required

Job Requirements (Knowledge, skills and abilities):

- Candidates must be attending a post-secondary institution full time in Fall 2019
- Proficient in Microsoft Office – Word, Excel, PowerPoint, Publisher
- Strong communication and interpersonal skills; the ability to work with a range of stakeholders including youth, parents and corporate partners
- Sturdy understanding of business and entrepreneurship fundamentals
- Experience working with youth
- Attention to detail and accuracy
- Solid time and project management skills with proven ability to meet deadlines
- Professionalism, diplomacy, sound judgment
- Certified in First Aid with CPR C & AED
- Must have a valid driver licence and access to a vehicle
- Must provide a current Police Vulnerable Sector Check

Compensation:

- Hours during off-camp weeks: 10:00am-4:00pm, Monday- Friday (30 hours per week)

- Hours during off-camp weeks: 8:30am-5:00pm, Monday- Friday (40 hours per week)
- Rate of Pay: \$14.25 per hour

We strongly encourage candidates of visible minority groups to apply.
Please send your cover letter and resume with references to Holly Wiseman,
hwiseman@jwr.ca.

Application deadline: May 10th 2019 at 5:00pm.