



Municipalité de | Municipality of

Pontiac

JOB OFFER **(Posted externally)**

Day Camp Coordinator

(1 position to be filled)

Posting date: February 19, 2024

STATUS AND SALARY CONDITIONS

Schedule:	June 25 to August 16, 2024 – 35 to 40 hours per week. Monday to Friday, 9:00 a.m. to 4:00 p.m. with day-care service (7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 5:30 p.m.).
Salary:	Hourly rate \$20,00 to \$23,00 based on experience.
Training:	Training will be given in June, date to be confirmed.
Position type:	Seasonal

JOB DESCRIPTION:

The Municipality of Pontiac will be offering a Day Camp program for children aged 5 to 12, offering a variety of activities and enriching workshops to create a vacation atmosphere.

Working at Pontiac Day Camp is more than just a summer job! It's an opportunity to participate in quality training and develop valuable skills that will enhance the value of your resume and life experience. By joining this dynamic team at the heart of your community, you'll have the chance to work while having fun, and make unforgettable encounters.

As a Day Camp Coordinator, this job offers a unique opportunity to develop essential interpersonal skills. Among these skills, you will have the chance to improve:

- Communicating effectively
- Organizing a work team
- Providing excellent customer service

DUTIES AND RESPONSIBILITIES:

The Municipality of Pontiac is currently seeking a dynamic and motivated Day Camp Coordinator to supervise, plan and implement an exceptional summer program for children aged 5 to 12. The coordinator will be responsible for overall camp management, coordinating activities, supervising staff and communicating with parents. Under the supervision of the Recreation, Community Life and Communications Coordinator, the coordinator will perform the following duties:

- Plan, organize, direct and control all day camp operations;
- Develop the activity schedule for special activities and, if necessary, day camp outings;
- Plan and make purchases for the day camp equipment (game materials, in-house activities and workshops, etc.);
- Plans and supervise day camp staff training;
- Participate in the supervision of day camp staff;
- Establish and maintain effective communication with parents, staff and the Municipality.
- Intervene in problematic situations;
- Enforce the code of conduct;
- Ensure the safety of the premises, children and staff;
- Ensure administrative management of the camp, including registrations, participant files, incident reports and evaluations;
- Comply with policies, regulations and procedures established by the Municipality and the Recreation, Community Life and Communications Department;
- Perform any other related work requested by the supervisor to contribute to the smooth running of the camp.

REQUIRED SKILLS

- Demonstrate leadership and team spirit;
- Good communication skills;
- Conflict resolution skills;
- Good judgment and decision-making skills;
- Demonstrate creativity, dynamism and autonomy;
- Integrity, honesty and trustworthiness;
- Rigour in carrying out tasks and respecting procedures.

REQUIREMENTS AND QUALIFICATIONS:

- Be at least 20 years old before June 1st;
- Have a college diploma (DEC) or any other field and experience deemed equivalent;
- Have a minimum of two years' experience in day camp animation and customer service;
- Have a valid driver's license, own a vehicle and be willing to travel within the territory of the Municipality;
- Valid first-aid and CPR certification are an asset;
- Be bilingual;
- Be available to participate in preparatory meetings and training required for the camp;

DO YOU RECOGNIZE YOURSELF?

If you have the desire to progress in a dynamic environment, surrounded by a passionate team, and if you wish to positively impact the future generation through play and fun, don't hesitate to send us your cover letter and resume, indicating the position of Day Camp Coordinator on the envelope (please address your correspondence to the attention of the *Recreation and Community Life Department*) before **March 10, 2024, at 4 p.m.** :

By mail: Municipality of Pontiac, 2024 route 148, Pontiac, Québec, J0X 2G0.

By e-mail: larose.nathalie@municipalitepontiac.ca

We thank you for your interest and will only contact those selected for an interview.

DATE OF ENTRY IN POSITION

Following a resolution of the Municipal Council.

NOTE 1: This job offer is open to both men and women, and we subscribe to the principle of employment equity.

NOTE 2: We thank all those who apply. All applications will be treated confidentially. Only those candidates selected for an interview will be contacted. After the closing of the competition, if the Municipality of Pontiac has not received an application meeting the required criteria, it reserves the right to continue its search for candidates without reopening the competition.

NOTE 3: The masculine and singular are used in this notice, without discrimination, and include the feminine and plural to avoid excessive text.