

City of Victoria JOB VACANCY NOTICE Internal / External

CUPE LOCAL 50

DATE OF ISSUE: March 12, 2010

CLOSING DATE: March 26, 2010

Competition Number: **10/40**
Position Title: **Camp Coordinator**
Number of Positions: **One**
Duration: **May 31, 2010 to September 3, 2010**
Work Schedule: **Monday through Friday**
Pay Group: **\$17.22 per hour, Pay Grade 104**

ALL APPLICATIONS MUST BE received in the Human Resources Department by 4:30 p.m. on the above closing date and must be complete, including all qualifications and experience relevant to this position.

*Please submit your application quoting the above competition number to:
The City of Victoria Human Resources Department, 627 Pandora Avenue, Victoria, B.C.,
V8W 1N8, by FAX to (250) 361-0238 or by email to: hr@victoria.ca*

DEPARTMENT: Parks, Recreation & Culture / Recreation and Culture

KEY DUTIES

Make the necessary preparations prior to the program commencement – program planning, scheduling, promotion, registration, and staff hiring, orientation, administration, etc.

Develop and implement an effective staff training and orientation program.

Oversee program delivery, supply distribution, maintain budget control, staff supervision, support and evaluations.

Chair staff meetings.

Coordinate special events – i.e. Summer Sizzle, Recreation booth at City Picnic.

Evaluate the total program at summers end in detail; compile a comprehensive report with statistics and recommendations.

Operate a 15-24 passenger school bus.

QUALIFICATIONS

Sound knowledge of philosophy of recreation programming and recreation administration.

Excellent oral and written communication skills.

Ability to handle emergency and discipline situations.

Experience and good understanding of program planning, safety, instructional methods and leadership techniques.

Possession of a vast range of innovative and exciting program idea suitable for outdoor park settings.

Understanding of physical development of children relating to expectations of different age groups and suitable programming.

Ability to supervise, evaluate, motivate, and challenge student staff.

Minimum three years of experience in working in summer recreation programs.

Minimum of three years of college or university in a related field (Recreation, Leisure Studies, Education, Child care).

Possession of a current BC Driver's License, Class 4, CPR, Standard First Aid.

The successful applicant will be required to provide criminal record clearance.

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THIS IS A CUPE LOCAL 50 POSITION

TESTING MAY BE CONDUCTED