



Children's Program Worker – 2 positions
(Temporary full time, 30 hrs week, 7week contract position \$13.40/hr)

Job Summary: In keeping with Welcome Inn Community Centre's Mission, Vision, and Core Values, provide leadership to children and youth in the summer camp program.

Responsibilities and Duties

1. Reporting to the Children's Program Coordinator, work in the children's camp program as an assistant camp director to ensure the overall successful operation of the summer camp.
2. Mentoring and working directly with children.
3. Assisting with the planning and implementation of all activities for the summer day camp program for over 100 children over 4 weeks.
4. Assisting the planning and implementation of all activities for a leadership training program for high school aged volunteer counsellors.
5. Assisting with supervision of youth volunteer counsellors and modelling good leadership and healthy interaction with volunteers and children.
6. Supervising children and ensuring their physical and emotional safety.
7. In consultation with the Children's Program Coordinator, communicating with parents about their children's experiences at camp and any issues or concerns.
8. Liaising with community partners and other guests to provide safe, effective, and fun camp programming.
9. Ensure financial policies and practices are being followed in financial literacy activities.
10. Working alongside volunteers as a peer support in the day to day operations of the camp.
11. Tracking and reporting on all volunteer hours and collection of statistical data as required.
12. Meet regularly with the Children's Program Coordinator to discuss any relevant issues that emerge.
13. Adhere to policies and procedures including health and safety requirements.
14. Perform other duties as assigned by the Children's Program Coordinator and Executive Director.

*Subject to successful qualification of Canada Summer Jobs program. All applicants must be 15 to 30 years who are full-time students intending to return to their studies in the next school year. People from diverse backgrounds are encouraged to apply.

Please send your resume, cover letter in confidence by email to: Tom@welcomeinn.ca by May 23 @ 5pm. No phone calls please. We thank all applicants for their interest; however only those selected for an interview will be contacted. Anticipated start date: mid-June 2017

Connecting people and building resilient *community: it's a two way street*