



Position Synopsis and Purpose

(a position overview and how it connects to the big picture)

Under the general guidance and direction of the Recreation Programmer, and reporting to the Recreation Supervisor, the Camp Convenor is responsible for coordinating and overseeing the City of Barrie’s camps. Specifically, this position is responsible for program scheduling, development, delivery, staff training and customer service. This position oversees approximately 150 campers ranging from 4 to 16 years of age, while leading and coaching 30 to 40 Camp Staff including Senior Camp Leaders, Camp Leaders and Volunteers. Overall, this position plays an integral role in the development and delivery of recreation camp programs at the City of Barrie.



Major Responsibilities

(what this position does and how they allocate their time)

Description	Approximate Time Spent (%)
<p>Program Development and Event Planning</p> <ul style="list-style-type: none"> • Assists the Recreation Programmer with the following: <ul style="list-style-type: none"> ○ Developing, coordinating, and supporting camp programs and special events. ○ Arranging camp program logistics, which includes travel and facility arrangements for trip outings and/or special camp events. ○ Modifying camp programs, as required. ○ Obtaining supplies and visiting facilities required for camp programs and special events. ○ Issuing corporate cell phones to Senior Camp Leaders and maintaining master tracking. ○ Distributing Camp Staff uniforms, as required. 	<p>May and June 85%</p>
<p>Training</p> <ul style="list-style-type: none"> • Assists the Recreation Programmer with the following: <ul style="list-style-type: none"> ○ Preparing and organizing required orientation and training for new and returning Camp Staff. 	<p>May and June 15%</p>
<p>Administration and Customer Service</p> <ul style="list-style-type: none"> • Assists the Recreation Programmer with the following: <ul style="list-style-type: none"> ○ Responding to inquiries from parents, guardians and the general public. ○ Managing the Safe Arrival Hotline, which involves receiving and distributing information to the appropriate Camp Staff regarding camper attendance and/or changes to camper drop-off and/or pick-up. ○ Updating and maintaining camper information. ○ Completing and submitting all accident and/or incident reports and maintaining master tracking. • Represents and promotes the City of Barrie at fairs, community, and school 	<p>July and August 40%</p>

Description	Approximate Time Spent (%)
events.	
<p>Program Delivery</p> <ul style="list-style-type: none"> • Assists the Recreation Programmer with the following: <ul style="list-style-type: none"> ○ Monitoring and maintaining camp program registration/class lists and waitlists. ○ Providing guidance and direction to Camp Staff and Volunteers. ○ Scheduling the appropriate staffing ratio required to operate camp programs, trip outings and/or special camp events. ○ Preparing break and lunch schedules for Camp Staff and volunteers. ○ Arranging for and scheduling Camp Staff to assist with extended care services in the morning and evenings as required. ○ Visiting the City of Barrie’s various camp locations to oversee camp programs and respond to various requests and/or concerns from Camp Staff and campers. ○ Purchasing ad hoc supplies for the delivery of camp programs, when required. ○ Preparing Senior Camp Leader evaluations and submitting for review and approval. • Completes periodic facility scans to ensure adherence to safety policies and procedures. • Performs other duties as assigned or as required in accordance with branch, departmental, divisional and/or corporate objectives. 	<p>July and August 60%</p>

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures, and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Required Training
(description of training required in order to perform the major responsibilities)

- Corporate Orientation Training
- Corporate Health and Safety Training
- Recreation Services Departmental Orientation Training
- Standard First Aid, CPR Level C and Automated External Defibrillator (AED) Certifications

*Attends training, workshops and seminars as appropriate and as required



Minimum Qualifications
(absolutely cannot do without)

Education (degree/diploma/certifications)

- High School/College/University Student*

- HIGH FIVE® Principles of Healthy Child Development Certificate from HIGH FIVE® National **
- Safeguard Training from the Lifesaving Society**
- Standard First Aid, CPR Level C and Automated External Defibrillator (AED) Certifications**
- Satisfactory Criminal Record and Vulnerable Sector Checks**
- Valid Ontario Class “G2” or greater Driver’s Licence in good standing with a reliable vehicle to use on corporate business

*Minimum of 16 years of age or turning 16 by the end of the calendar year and must have attended one of the academic establishments listed above the year in which they are applying for employment and/or returning the following year

**Must provide proof by June 30 and/or first date of hire

Experience

- Six (6) months of experience performing duties related to the above mentioned major responsibilities in a camp work environment
- Demonstrated experience with child minding and camp programming

Knowledge/Skill/Ability

- Working knowledge of camp programming
- Demonstrated ability to maintain a high standard of public relations at all times
- Demonstrated ability to perform in a manner which is consistent with corporate goals, vision, mission and values
- Demonstrated ability to exercise discretion and judgement when handling confidential or sensitive information
- Intermediate customer service and communication (oral and written) skills
- Intermediate computer literacy utilizing Microsoft Office Suite (Excel, Outlook, Word, PowerPoint)



Preferred Qualifications (the ideal candidate)

Education (degree/diploma/certifications)

- Secondary School Diploma

Experience

- Refer to “Minimum Qualifications”

Knowledge/Skill/Ability

- Refer to “Minimum Qualifications”



Work Setting (description of the work environment and nature of people interactions)

Contacts

Frequency Legend	
Constant – every day for most of the day	Occasional – bi-weekly to monthly
Frequent – daily	Rare – once in a while

Regular – weekly

Contact	Frequency	Nature of Interaction
Senior Camp Leader Camp Leader Volunteer	Frequent	Collaborates on branch/department work initiatives; provides advice, guidance and instruction regarding the completion of tasks; collaborates to problem solve; gathers and/or distributes information; responds to inquiries and questions
Recreation Programmer	Frequent	Collaborates on branch/department work initiatives; receives advice, guidance and instruction regarding the completion of tasks; receives technical and/or functional advice, guidance and/or explanations regarding camp related matters; collaborates to problem solve; gathers and/or distributes information; receives required training; responds to inquiries and questions
Campers	Frequent	Provides guidance, direction, and instruction; receives, investigates, redirects and/or responds to inquiries, questions, concerns and/or complaints; notifies campers of hazards/unsafe behaviours; provides information regarding recreation camp programs and related matters; collaborates to problem solve; gathers and/or distributes information
Parents/Guardians/Family Members	Frequent	Receives, investigates, redirects and/or responds to inquiries, questions, concerns and/or complaints; provides information regarding recreation camp programs; collaborates to problem solve; gathers and/or distributes information
General Public	Frequent	Receives, investigates, redirects and/or responds to inquiries, questions, concerns and/or complaints; provides information regarding recreation camp programs; collaborates to problem solve; gathers and/or distributes information
Recreation Supervisor	Occasional	Receives guidance, direction, support and supervision, which includes performance management, discipline and recognition of achievements; receives functional advice, guidance and/or explanations regarding recreation camp programs and related matters; gathers and/or distributes information; receives required training; responds to inquiries and questions
Recreation Facilities Staff	Occasional	Collaborates on department work initiatives; exchanges and explains information; gathers and/or distributes information; responds to inquiries and questions

Contact	Frequency	Nature of Interaction
Recreation Client Services Staff	Occasional	Collaborates on department work initiatives; exchanges and explains information; gathers and/or distributes information; responds to inquiries and questions

Work Conditions

- During the months of May and June, this position spends approximately 70% of the time working in an open office environment with regular interruptions
- During the months of July and August, this position spends approximately 70% of the time working in a variety of active camp environments which may include exposure to dust, dirt, heat, and noise
- This position spends approximately 30% of the time attending camp site visits, visiting facilities and/or obtaining required supplies for camp programs which involves driving to and from camp sites, city buildings and other locations
- Interactions with contacts are generally courteous and collaborative, however can include occasional exposure to rudeness or profanity
- Normal hours of work are 40 hours per week with a varying schedule to support business demand



Corporate Values (operating principles that guide all staff conduct)

Strive

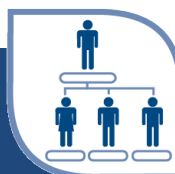
- To exceed customer expectations
- To continually improve the way we do business
- To find creative and innovative solutions
- To stay relevant

Share

- Information
- Resources
- Ideas
- Workload
- Expertise

Care

- About our customers
- About each other
- About the quality of our work
- About keeping our commitments
- About the community



Position Classification (where this position fits)

Position Title: Camp Convenor	Division: Community and Corporate Services
Department: Recreation Services	Classification: Non-union (Student)
Branch: Recreation	Reports to (Direct): Recreation Supervisor
Position Supervised Directly: N/A	Positions Supervised Indirectly: Senior Camp Leader Camp Leader Volunteer
Effective Date: August 8, 2016	Revision Date: N/A

Equivalency Code: N/A	Hours per Week: 40
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