

Staffing Roles/Responsibilities

Job Title:	Summer Respite and Recreation General Coordinator
Job Duration:	June 3rd – August 27th, 2019
Job Hours:	Full Time/8:30 am- 4:00pm
Salary:	\$18.50 per hour
Reports To:	Management Committee

The summer respite and recreation program is dedicated to individuals with intellectual disabilities. The goal of the program is to provide a quality day program to school age children and young adults during the months of June, July and August enabling them to participate in recreational activities within the program and community. The general coordinator will be responsible for camp sites and staff at three locations which include outdoor and indoor activities. A wide range of activities are planned to accommodate the diverse needs of all participants. General coordinator must have the ability to work with minimal supervision, creativity and initiative under the supervision of the Management Committee who reviews work through program meetings, discussion and program evaluation. General coordinator will share the day to day responsibilities of the SRRP operations with the camp coordinators ensuring effective and cohesive operation on a day to day basis. General coordinator is responsible for the training of all camp staff and submits a final report detailing the summer's progress/success, making any recommendations for next summer and any other constructive comments; update any documents in preparation for the following summer. Additional hours may be required for special events, supervision and program preparation.

Responsibilities:

In cooperation with the management committee the general coordinator will

- ✓ Plan and deliver required staff training components
- ✓ Identify and solve problems and areas of concern for staff, parents/caregivers of participants and participants
- ✓ Deal with any parent/caregiver concerns
- ✓ Contribute to and facilitate staff evaluations (with program coordinators) and provide feedback for each staff member
- ✓ Process and screen participant applications as necessary
- ✓ Assist coordinators with resolving individual staff issues
- ✓ Communicate with coordinators regarding any pertinent issues that require attention
- ✓ Summarize staff timesheets and submit them to head office
- ✓ Ensure all participants names are submitted for the bus tendering process
- ✓ Participate in tendering process as requested by management committee

- ✓ Report all accidents/incidents and program concerns to management committee
- ✓ Visit program sites to monitor program activities regularly
- ✓ Monitor budget for program operation; purchase and maintain accurate records of all expenditures

In cooperation with coordinators and assistant coordinators

- ✓ Inventory all supplies and set up schools
- ✓ Plan and deliver all camp program supplies
- ✓ Actively participate in the planning of all camp activities/special events
- ✓ Attend all out of town activities with the camp
- ✓ Remain accessible to coordinators
- ✓ Assist with any escalated behaviours
- ✓ Lead weekly staff meetings
- ✓ Consult with parents/caregivers when necessary
- ✓ Meet daily with coordinators to discuss and evaluate the success of the SRRP
- ✓ Assure all policies and procedures are being followed as outlined by Vera Perlin Society
- ✓ Maintain high levels of **staff morale and conduct** by providing leadership and support to all staff
- ✓ Provide direct assistance to all programs when necessary
- ✓ Monitor end of the summer camp clean up and ready to return back to the school board at end of summer

Parameters of position: Maintain confidentiality of participants at all times. To stay within the camp program confines and not make any changes without the consent of management committee.

Qualifications

- General Coordinator should possess a post secondary level of education in a relevant field as well as a professional knowledge of program development, implementation and evaluation
- Practical knowledge of existing program with sound supervisory experience in a camp setting
- Experience working with individuals with intellectual disabilities
- Motivated, self starter
- Highly organized and detailed oriented
- Strong interpersonal and excellent oral & written communication skills

- Working knowledge of Microsoft Office is essential
- Valid First Aid and CPR Certificate
- Valid class 5 driver's license and use of car for duration of employment during business hours
- Provide a certificate of conduct with a vulnerable sector check

Qualifications

General Coordinator should possess a post secondary level of education in a relevant field as well as a professional knowledge of program development, implementation and evaluation or any combination of experience and education.

Posses a valid class 5 drivers license with own car during business hours

Provide a certificate of conduct with a vulnerable sector check

Apply.....

Management Committee

Summer Respite & Recreation Program

Vera Perlin Society

P.O.Box 7114

St. John's NL A1E 3Y3

....or by email raynes@veraperlinsociety.ca

Deadline for applications....April 21st, 2017

