



JOB DESCRIPTION

Identification

Department: Recreation

Position: Program Coordinator

Supervisor: Director of Recreation

Hours of Work: 40 hrs/wk. Normal Hours of work are from Monday to Friday, 8:30 am to 4:30 pm, or as required.

Scope: Under the direct supervision of the Director of Recreation, the Program Coordinator will be responsible to over see the successful implementation of Barrington Recreation's Day Camp Program. This is done through careful and creative planning and promotion allowing for a fun and safe experience for program participants.

Desired Qualities/Qualifications: High School completion and enrolled in post secondary education. Previous experience working with children is a must. Previous experience in a day camp setting is desired. A team player, who is willing to work with others, including other staff members, parents/guardians and the general public. The Program Coordinator will need a friendly, trustworthy, and honest personality. First/Aid CPR level C is desired, or a willingness to obtain.

Duties: Responsibilities include, but are not limited to the following:

Programming

- to identify and confirm all resources required for the program: finances, transportation, equipment, supplies, facilities, leaders, special guests, and so on.
- to lend leadership to day camps and playground programs through direct participation.
- to purchase equipment and supplies as necessary
- to evaluate the program, as required, through the departmental evaluation process
- to follow safety guidelines and procedures and practice diligent risk assessments of activities
- to report all problems, concerns, criticisms, and compliments to the Director of Recreation
- To assist with community and active start sport programming as needed.

Administrative

- to adhere to the programs budget
- to attend staff meetings
- to follow policies and procedures set forth by the department
- to ensure all forms are completed and payments received
- to maintain up to date records/files for the program and participants

Public Relations/Promotions

- to promote the program through social media, posters, brochures and school visitations
- to interact with parents/guardians and campers on a regular basis, and ensure leaders are doing so, as well

Supervisory

- to assist in interviewing and hiring of day camp leaders, when required
- to recruit volunteers, guest speakers etc.
- to develop staff schedules
- to supervise Day Camp leaders
- to evaluate staff, as required
- to act as a resource for leaders

The Coordinator will be responsible to perform all duties as listed and other duties as requested by the Director of Recreation or Active Living Coordinator.