



Job Title: Summer Camp Instructor- Team Lead

Primary Focus:

The Summer Camp Instructor-Team Lead is responsible for working with the Children and Youth Program Coordinator to ensure safe, effective, and efficient summer program operations are met. Summer Camp Instructor- Team Lead is responsible for creating and delivering quality summer programming experiences to customers participating in summer activity camps at the TransAlta Tri Leisure Centre. The incumbent also promotes the TransAlta Tri Leisure Centre by providing friendly, courteous and professional service, identifying needs, recognizing moments of opportunity, providing value-added advice, and providing the appropriate solution to meet the customer requests.

Specific Accountabilities:

- Assists the Children and Youth Program Coordinator with leadership of the summer camp staff, volunteers, participants, and day to day operations of summer camps.
- Creatively develop and guide summer program plans to include all forms of social, intellectual, emotional, and physical development opportunities, researching innovative activities that are age appropriate and fitting to the variety of unique camps we offer.
- Assists the Children and Youth Program Coordinator as a liaison to communicate and host local community groups to enhance program experience and development.
- Assists the Children and Youth Program Coordinator with development and implementation of summer camp procedures in accordance with TLC policies and procedures.
- Assists the Children and Youth Coordinator with the communication and management of youth volunteers throughout summer.
- Ensure a high level of cleanliness and organization is maintained in Children and Youth program areas.
- Responsible for actively collecting summer participant's and staff feedback, while looking for ways of improvement.
- Ensure completion and collection of the required paperwork, such as, attendance sheets, participant information forms and accident reports to be given to Children and Youth Program Coordinator.
- Assists with the initial and ongoing training of summer camp staff and volunteers.
- Is responsible for delivering quality experience's in a safe and fun environment for all summer camp program participants, responding to emergency situations as required.
- Maintains and works within the required approved budget as set out by the Children and Youth Program Coordinator.
- Provide mentorship to Summer Camp volunteers, and Summer Camp Facilitators and Instructors.
- Maintains and develops TLC image and reputation, and protects and develops the TLC's brand via suitable PR activities.
- Ensures that TLC summer programs and services meet and/or exceed organizational requirements for the quality management, health and safety, legal stipulations, and general duty of care.
- Utilizes effective listening and communication skills to identify "Problems/Need/Opportunities".
- Performs other related duties and responsibilities as required.

Competencies/Skill-Sets Required:

- Highly energetic and enthusiastic.
- Exceptional customer service focus.
- Strong communication skills (oral), listening skill, ability to ask questions.
- Independent decision-making, problem solving and analytical skills.

- Teamwork and cooperation.
- Knowledge and understanding of Occupational Health and Safety.

Designations/Skill-Sets Required:

- Previous experience working with children and youth; specific experience working in a summer day camp or sports camps setting is preferred.
- Experience in a Leadership or mentorship role would be an asset.
- High Five, AFLCA, NCCP and other related certifications would be an asset.
- First Aid/CPR-AED is required.
- Clear criminal record check and child welfare check is required.

Recruits From:

- External Candidate
- Internal program staff

Career Progression Opportunities:

- Children and Youth Program Coordinator
- Wellness Program Coordinator

Reports To:

- Children and Youth Program Coordinator
- Wellness Supervisor

Direct Reports:

NA