

JOB DESCRIPTION



Job Title: Summer Camp Staff:

Activity Facilitators

- Summer Camps

Activity Instructors

- Summer Camps

Summer Camps - Activity Facilitators

Primary Focus:

The Summer Camps - Activity Facilitator is responsible for ensuring overall quality of the experience provided 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:

- Provides leadership to summer camp participants
- Is responsible for ensuring a quality experience in a safe and fun environment for all summer camp program participants
- Is responsible for the day to day supervision of summer camp participants including but not limited to during daily activities, lunchtime, transition times, early morning drop off and late pick up
- Is responsible for assisting in the implementation and delivery of all scheduled programming
- Assists in the development of program planning
- Assists in maintaining adequate inventory of program related supplies and equipment
- Assists in actively gathering feedback from summer camp participants
- Maintains equipment and supplies needed to run summer camps in a neat and organized fashion
- 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 setting is preferred
- High Five, AFLCA, NCCP and other related certifications would be an asset
- Standard First Aid/CPR C/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

Summer Camps Activity Instructors

Primary Focus:

The Summer Camp Activity Instructor is responsible for the delivery of 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:

- Provides leadership to summer camp participants
- Is responsible for delivering quality experience in a safe and fun environment for all summer camp program participants
- Is responsible for supervision of summer program participants including but not limited to during daily activities, lunchtime, transition times, early morning drop off and late pick up
- Is responsible for implementing and delivery of scheduled programming
- Will be the main liaison with parents of summer program participants
- Is responsible for the development of program plans
- Is responsible for actively gathering feedback from summer camp participants
- Prepares and completes the required paperwork, such as, attendance sheets, participant information forms and accident reports
- Maintains equipment and supplies needed to run summer camps in a neat and organized fashion
- Provides mentorship and assistance to Activity Facilitator
- 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

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
- 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 Program Coordinator

Direct Reports:

- NA