

# HESPELER VILLAGE NEIGHBOURHOOD ASSOCIATION

## Summer Fun Day Camp Applying for a position

All cover  
letters/resumes  
are due  
Friday, February 17,  
2012

Applicants can submit  
electronically to

[info@hespelervillage.org](mailto:info@hespelervillage.org)

or by mail to

Hespeler Village  
Neighbourhood  
Association  
C/o St. Luke's Church  
1620 Franklin Blvd.  
Cambridge, ON  
N3C 1P2

# 2012

Please read the job description entirely to make sure you meet the criteria.

Your cover letter and resume should include the following:

**YOUR NAME**

**HOME ADDRESS**

**PHONE NUMBER**

**EMAIL**

**THE POSITION YOU ARE APPLYING FOR**

**EDUCATION/QUALIFICATIONS/DRIVER'S LICENCE (if applicable)**

**PREVIOUS EMPLOYMENT (if applicable)**

If you are applying to be a **Leader-In-Training (LIT)** please submit a  
VOLUNTEER APPLICATION FORM found on our website [www.hespelervillage.org](http://www.hespelervillage.org)

C/o St. Luke's Church 1620 Franklin Blvd. Cambridge, ON N3C 1P2



## Playground Coordinator – Job Description

**Responsible to:** Recreation Coordinator

**Primary Responsibilities:** To pre-arrange a daily program of arts, crafts and games for children ranging in ages from 4-12 years and ensure a safe and clean program site. You will work co-operatively with other leaders and LITs. You are the key contact for HVNA playground sites and are responsible for upholding program standards, liaising with Recreation Coordinator and communicating information to Leaders and LITs. You will perform administrative duties, supervise and provide feedback to Leaders and LITs.

### Qualifications

- Experience and interest in working with children and youth
- Past leadership experience through schools, churches, clubs, etc.
- Good communication skills and the ability to work with others.
- Excellent organizational and program planning skills, knowledge of songs, games, crafts, etc.
- Current Standard First Aid Certificate with AED certification
- High Five certification
- LEAD certification
- Police Record Check (Upon offer of employment)

### Employment Responsibilities

1. In co-operation with the Recreation Coordinator, plan and implement a high quality, program of varied activities, taking into account the age of the participants, outdoor play and safety factors.
2. Communicate to your supervisor, any potential issues with regard to your team, which may impact the quality of camp program and objectives. You are responsible to ensure your team follows through with direction.
3. Develop a detailed weekly program plan and submit according to review deadline, to the Recreation Coordinator.
4. Monitor inventory of equipment and craft materials and make requests for supplies as needed.
5. Responsible for the safety and supervision of program participants. Complete daily safety checks.
6. Attend any specified training related to employment; read and understand all training materials.
7. Attend all planning and staff meetings.
8. Maintain direct communication with Recreation Coordinator and/or delegate.



9. Relay information received from Recreation Coordinator and/or delegate to other Leaders at playground site.
10. Participate in self-evaluation, and evaluations by the Recreation Coordinator, during and at the end of the employment period.
11. Maintain open lines of communication with parents; provide a high level of customer service to the public.
12. Maintain clear and concise records, as outlined in the Summer Playground Leader's Manual.
13. Complete the written end of camp report paperwork and submit by the final day of employment.
14. Refrain from smoking and present a clean and neat appearance while working.
15. Follow all policies and procedures as outlined in Summer Playground Manual and adhere to the policies of Hespeler Village Neighbourhood Association
16. Maintain safe and tidy conditions at the program site, both outdoors and indoors.
17. Other duties at the discretion of the Recreation Coordinator.
18. Maintain confidentiality of participants, volunteers, staff and Board at all times.



## Playground Leader – Job Description

**Responsible to:** Recreation Coordinator and Playground Committee.

**Primary Responsibilities:** To lead the daily program of arts, crafts, games for children ranging in ages from 4-12 years and ensure a safe and clean program site. You will work co-operatively with another leader and volunteer Playground Committees. You will perform administrative duties, supervise and provide feedback to Leaders in Training.

**Qualifications:**

- Experience and interest in working with children
- Past leadership development experience through schools, churches, clubs etc.
- Good communication skills and the ability to work with others
- Excellent organizational and program planning skills, knowledge of songs, games, crafts etc.
- Current Standard First Aid certificate, CPR-C
- LEAD Certification
- High Five Principles of Healthy Child Development Course
- Criminal Records Check (upon offer of employment)

**Employment Responsibilities:**

1. Attend any specified training related to employment; read and understand all training materials.
2. Follow all policies and procedures as outlined in manual.
3. Attend all planning and staff meetings, including Program Registration, with the Summer Playground Committee, as required.
4. Maintain direct communication with the Summer Playground Committee and the Recreation Coordinator.
5. In co-operation with the Summer Playground Committee, plan and implement a high quality program of varied activities, taking into account the age of the participants and safety factors.
6. Develop a detailed program plan for each week and show the plan to the Recreation Coordinator at the staff meeting prior to that program week.
7. Monitor the inventory of equipment and craft materials and make requests for supplies to the Playground Committee, as necessary.
8. Responsible for the safety and supervision of program participants. Ensure daily safety check completed.
9. Maintain neat and tidy conditions at the program site, both outdoors and indoors.
10. Maintain clear and concise records, as outlined in the Summer Playground Reference Manual.
11. Maintain open lines of communication with parents; provide a high level of customer service to the public.



12. Participate in self-evaluation and evaluations by Playground Supervisors, Recreation Coordinator and Playground Committee members, during, and at the end, of the employment period.
13. Follow designated dress code.
14. Refrain from smoking while working/on site grounds.
15. Maintain confidentiality of information regarding participants, LITs, volunteers, site, and staff.
16. Prepare a written final report to be received by HVNA's Recreation Coordinator four days before the final day of employment.



## Leader in Training – Job Description

If you are applying to be a **Leader-In-Training (LIT)** please submit a **VOLUNTEER APPLICATION FORM** found on our website [www.hespelervillage.org](http://www.hespelervillage.org)

**Responsible to:** Playground coordinator

**Primary Role:** LIT is a leadership program for youth that have a genuine desire to work with children. It's also the next step for youth who have grown up attending day camps and now they are too old to attend as campers – but would like to continue on in a leadership role. As a group, LIT's create unforgettable memories and lasting friendships as they work together at camp. As individuals, you'll grow in confidence, make a difference in kids' lives, and be on your way to for potential employment in the future. The LIT program is a great introduction to the Cambridge Neighbourhood's LEAD Training Program offered at Neighbourhood Associations across Cambridge.

On a daily/weekly basis LITs will assist with daily program whether its arts, crafts, games for children ranging in ages from 3-12 years, as well as, contribute to ensuring a safe and clean program site. You will work co-operatively with other LITs, playground leaders and the playground coordinator.

### **Qualifications:**

- An interest in working with children
- Past leadership development experience through schools, churches, clubs etc.
- Good communication skills and the ability to work with others
- Knowledge of songs, games, crafts etc.
- Criminal records check (Upon offer)

### **LIT Responsibilities:**

1. Assist with a small group of children
2. Assist with activities such as crafts, songs, and games
3. Help campers respect and follow camp rules
4. Ensure the safety of the campers at all times
5. Attend all appropriate camp meetings and trainings
6. Work cooperatively with peers
7. Respect all campers, peers, staff, and yourself
8. Share suggestions for improving the camp experience
9. Adhere to camp rules and follow guidance of playground leaders



10. Follow all policies and procedures as outlined in manual.
11. Maintain open lines of communication with parents; provide a high level of customer service to the public.
12. Participate in self-evaluation and evaluations by Playground Leaders, Recreation Coordinator and Playground Committee members, during and at the end of the playground season.
13. Follow designated dress code.
14. Refrain from smoking while working/on site grounds.
15. Maintain confidentiality of information regarding participants, volunteers, site, and staff.