



## SIX NATIONS PARKS AND RECREATION DEPARTMENT

**POSITION:** Summer Sports Camp Coordinator

**REPORTING RELATIONSHIP:**

Reports to and works under the direction of the Programming Team Leader and the supervision of the Special Events/Programming Assistant.

**RESPONSIBILITIES:**

**1. TECHNICAL**

- i. In conjunction with the Programming Team Leader, prepare and implement a summer sports camp for children aged 7 and older. Provide advice and direction to determine sports to teach, guest speakers required and special instructions needed.
- ii. Provides leadership, supervision and instruction to the children in the summer camp. Responsible for organizing game play, skill instruction, craft organization and sport selection.
- iii. Provide supervision to Sports Camp Leaders in terms of ensuring equal job duties, equal participation and that they are conducting themselves in a manner appropriate to working with children.
- iv. Ensure that the following objectives are met: To increase the fitness level of participants, to offer positive recreation activity for children, to allow for social interaction, to increase awareness and skills in different recreation activities and to increase an awareness of fitness, nutrition and healthy lifestyles.

**2. ADMINISTRATIVE**

- i. To complete all daily plans for the summer. To complete all registration forms, information letters and packages for parents and to plan all trips for the summer.
- ii. Provide input and an evaluation on the success of the program. Offer suggestions concerning what improvements can be made for the following year.
- iii. Organizes facilities for the sports camp, check inventory list and determine equipment needed for the sports camp.
- iv. Organizes and co-ordinates transportation to various recreation facilities as required. Organizes field trips to various recreation facilities (i.e.) nature trail. Introduce the participants to varied recreation and fitness experiences.

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**RESPONSIBILITIES: (continued)**

**3. COMMUNICATION AND LIAISON**

- i. Organizes and co-ordinates guest speakers to speak to the children on various life skills such as Fair Play, Team Work, Education, Role of the Police, Health and Nutrition and Drug Awareness.
- ii. Contacting community members who would be willing to instruct the children in different, less common sports (eg) badminton, field hockey
- iii. Provides advice and direction to identify, adopt and promote programs and/or services that may enhance the recreation opportunities for the residents of Six Nations.

**4. OTHER RELATED DUTIES**

- i. Performs related duties as may be required by the Recreation Programming Team Leader.

**WORKING CONDITIONS:**

Working hours will be Monday to Friday, 8:30 am to 4:00 pm.

Work has a high profile with direct involvement and supervision of school age children. Mental stress; interaction with the children who may sometimes be uncooperative and hostile.

Possess ability to prioritize tasks and be able to work independently.

**WORKING RELATIONS:**

**With the Programming Team Leader:**

Receives direction, guidance and cooperation with the implementation of the program.

**With the Parks and Recreation Department Employees:**

Courtesy, co-operation and teamwork.

**With other Six Nations of the Grand River Council Employees:**

Courtesy, co-operation and teamwork.

**With the Public and Media:**

Displays courtesy and co-operation. Provides information and seeks advice on the content and intent of the Six Nations Recreation programs and services.



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## **KNOWLEDGE AND SKILLS:**

Successful completion of at least one year in a post-secondary education in the studies of Recreation, Physical Education, Kinesiology, Sports Administration or related field of study.

Must provide a current police check.

Knowledge of High Five, Canada's quality standards for children's programs and certified in the course of Principles of Healthy Child Development would be an asset.

Current First Aid and CPR certificate.

Experience working with children.

Knowledge and interest in a wide variety of recreation activities. Willingness to learn and teach different recreation activities. Display a positive attitude and insight into the importance of recreation and fitness to the participants.

Knowledge of the political structure of the Six Nations of the Grand River Council, The Parks and Recreation Department and an awareness of the recreation and sport organizations which exist at Six Nations.

Possess excellent organizational, verbal and written communication skills.

A working knowledge of computer software programs such as Microsoft Word, Excel and Publisher will be an asset.

Display a high degree of initiative to work independently and have the ability to organize the workload so that all deadlines are met.

Must have a pleasant attitude and disposition for meeting the public.

Possess a valid driver's license and vehicle for travel on Parks and Recreation Department business when required.

## **IMPACT OF ERROR:**

Errors in carrying out duties could lead to loss of credibility, unfavorable public relations, confusion, duplication of effort, financial problems and misinformation being given to the Recreation Director, other Parks and Recreation employees, the Six Nations of the Grand River Council and the General Public.



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**CONTROL:**

Guiding principles set by the Programming Team Leader and the Recreation Director.

Works within the administrative polices and procedures established by the Six Nations of the Grand River Council for the Six Nations Parks and Recreation Department.



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