



Newmarket African Caribbean Canadian Association
Position Description (35 hrs/week - \$18 per hr)

Position Title: Arts and Recreation Leader

Reports To: Kuumba Camp Leader

Position Summary

Responsible for the safety and well-being of the Kuumba Camp participants including: developing new programs and planning activities and outings; instructing, assisting, supporting and supervising campers, participating/engaging in games, swimming, songs, arts, dance and crafts; performing first aid when needed and ensuring appropriate documentation is completed; liaising with parents/guardians and responding to enquiries and/or concerns, regulating drop-off and pickup of children.

Duties and Responsibilities

- Assists Kuumba Camp Leader in overseeing camp participants by facilitating the planned activities and events while maintaining the well-being and safety of all campers.
- Plans, prepares, schedules and implements the activities of camp programs and activities (i.e., games, songs, arts, dance, crafts and swimming).
- Oversee safe pickup and drop off.
- Perform first aid or provide support as needed and immediately report to the Kuumba Camp Leader for documentation.
- Liaises with parents/guardians/participants and responds to inquiries and/or concerns; resolves issues or refers to appropriate staff.
- Work collaboratively with other Arts and Recreation Leaders and Kuumba Camp Leader to plan program content, report and discuss areas of concern.
- Performs other duties as required in accordance with contract or job description. (i.e., clean up, proper storage of equipment and safety check of camp facilities).
- Understanding all emergency procedures and enforcing camp rules at all times.
- Participate in staff training and meetings.
- Maintain professional conduct.

Supervision Requirements

Position Supervised Directly: None

Positions Supervised Indirectly: None

Credentials Required

- Education (Secondary preferred) and experience in camp, youth programs, recreation, working with children or in a related field.
- Experience working with children and/or youth in a related role in a Black/African diaspora led environment is an asset.
- Strong organizational, leadership, communication, teamwork, creative and critical thinking skills.
- Ability to demonstrate professional conduct while effectively communicating and engaging with day camp participants, staff, parents/guardians and the general public.
- Must be able to participate in swimming activities and oversee camp participants in pre-set swim groups which comply with NACCA ratios.
- Current Standard First Aid & CPR-C certification required.
- Valid Police Vulnerable Sector Check.

Interested candidates should submit their resume with a cover letter to:

The Hiring Committee

Newmarket African Caribbean Canadian Association (NACCA)

449 Eagle Street, Newmarket ON L3Y 1K7

Email: hr@naccacommunity.ca

No telephone enquiries. NACCA thanks all applicants for their interest. However, only those persons selected for an interview will be contacted. The Newmarket African Caribbean Canadian Association is an equal opportunity employer and applicants from racialized and marginalized communities are strongly encouraged to apply.