



Newmarket African Caribbean Canadian Association

Position Description (35 hrs/per week - \$22 per hr)

Position Title: Coordinator – Kuumba Summer Camp

Reports To: Director of Programs and Operations

Position Summary

The Kuumba Camp Coordinator is responsible for the planning, organizing, delivery, administration, and overseeing for the camp programs including: overseeing staff, development and coordination of camp activities, first-aid treatment, liaising with the camp, other departmental staff, Board Directors and responding to enquiries from participants, parents, and the general public.

Duties and Responsibilities

- As the on-site lead, assists with overseeing and support of assigned staff including coaching, performance reviews, identifies discipline issues and resolves staff or volunteer concerns.
- Observes and manages camp programs to ensure safe delivery of programming, performs facility inspections to address any Health and Safety concerns; and ensures the Organization's Policies and Procedures are followed at all times.
- Plans, coordinates and implements the delivery of safe camp programming and special events. Duties include: daily camper and parent management, research of programming ideas, preparation of program plans, completion of camp documentation (permission forms, incident forms, etc.), inventory records, supply order requests, overseeing camper pick-up and drop-offs and providing management with feedback and camp progress reports.
- Responds to emergency situations including performing minor first aid and/or arranging for medical assistance, completion of accident/incident forms and submission of same to management.
- Responds to enquiries and provides quality customer service to participants, parents/guardians, general public, facility/aquatics staff, and refers/resolves concerns to the appropriate staff.
- Liaises with NACCA's leadership / administrative team on matters related to the provision of camp activities.
- Performs other duties as required in accordance with NACCA's code of conduct guidelines.
- Attends and participates in meetings and training sessions.
- Coordinates and directs all facility and location pre-camp set-up and post-camp clean-up/take down.
- Ensures supplies and equipment are ordered and maintained in a safe working condition.

Supervision Requirements

Position Supervised Directly: Arts and Recreation Leaders

Positions Supervised Indirectly: Volunteers

Credentials Required

- Child and Youth Worker, Early Childhood Education or post-secondary education in related disciplines (such as Recreation and Leisure, Social Work, Mental Wellness or Youth Worker) or equivalent combination of education and experience as related to working with the Black and African Diaspora community.
- Experience in working with vulnerable and marginalized populations. Demonstrated experience in the planning and execution of day camp activities, working with Black and of the African diaspora children and youth.
- Strong competency in working independently.
- Demonstrated proficiency in computer technology including Microsoft Word Suite, creating forms and documents, social media platforms and some relative experience in marketing and graphics.
- Experience in a supervisory role in a related field.
- Ability to deal courteously and effectively with the general public, participants, parents/guardians of participants and staff.
- Excellent organizational skills and capable of dealing with multiple situations at once in a professional and courteous manner.
- Excellent communication, interpersonal, instructional, written and program delivery skills.
- Current Standard First Aid & CPR-C certification required.
- Safe Management, Mental Health First Aid certification, ASSIST, or Crisis Prevention and Intervention certification is an asset.
- Current High Five (Principles of Healthy Child Development) certification recommended.
- Valid Police Vulnerable Sector Check or Criminal Record 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.