



# ASSISTANT CAMP COORDINATOR

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Wye Marsh Wildlife Centre is located in Midland Ontario and is managed by the Friends of Wye Marsh Inc., a not-for-profit charitable organization. The Centre is open 362 days a year and provides school and public programs for over 30,000 visitors annually. Friends of Wye Marsh Inc. is governed by both federal and provincial regulations for all activities and land use.

The successful applicant will conduct daily educational, recreational, and special interpretive programs for campers to the Wye Marsh Wildlife Centre. This is a full-time contract position from June 2020 to September 2020 with a maximum of forty-one (41) hours per week. This position will be required to work some statutory holidays. The hourly wage will be \$14.50-\$15.00 with experience. **Deadline for application: April 3rd, 2020.**

## Responsibilities

- Report to the Camp Coordinator & Program and Education Manager
- Assume a leadership role with respect to management of Day Camp Counsellors, including staff schedules, overseeing program implementation, and ensuring camp policies, and health and safety policies are strictly adhered to at all times
- Ensure 100% supervision of campers at all times
- Prepare program resources for any activities/events
- Facilitate a wide variety experiential, environmental, and educational programs, activities and special events for a variety of age groups at Wye Marsh
- Adapt programs to meet the needs of the audience
- Represent Wye Marsh Wildlife Centre and uphold our mission statement and objectives
- Assist with the camp registration process
- Work with a diverse group of volunteers and staff in a fast-paced environment
- Guide short canoe tours for campers (with Bronze Med Certification)
- Maintain work area and repair program equipment in coordination with other members of the staff
- Assist in any other duties as required by the Camp Coordinator or Program and Education Manager
- Provide excellent customer service

## Skills

- Proven initiative and self-motivated
- Willingness to learn a wide variety of materials related to Day Camp activities
- Able to work independently and in a group setting (skilled team player)
- Enjoy working with youth in an outdoor setting in various weather conditions
- Possess an understanding of ecological concepts



- Excellent interpersonal skills, with an understanding of group management techniques
- Excellent planning, organizational, time management and customer service skills
- Effective oral and written communicate skills
- Bilingual (French/English) is an asset

### **Requirements**

- Must be 18 years of age
- Must be available for training days (June 29<sup>th</sup> – July 3<sup>rd</sup> 2020)
- Emergency First-aid and CPR certification
- Bronze Medallion
- Police criminal records check, including vulnerable sector
- Experience working with children age 4 – 14
- Able to work some evenings

### **To Apply**

Send a cover letter and resume to Makenzie Soden:

Email : [camp@wyemarsh.com](mailto:camp@wyemarsh.com)

Mail/Person: 16160 Hwy 12 E, PO Box 100, Midland, ON L4R 4K6

Phone: (705) 526-7908x202