



UNIVERSITY
NEIGHBOURHOODS
ASSOCIATION

JOB DESCRIPTION

POSITION: After-Camp Care Leader

EFFECTIVE DATE: February 1, 2024

DEPARTMENT: Recreation

REPORTS TO: Program Coordinator

DIRECT REPORTS: Volunteer (2)

JOB SUMMARY

Reporting to the Program Coordinator and liaising with the Camp Coordinator, the UNA After-Care Camp Leader is an enthusiastic and responsible individual tasked with the delivery of after-camp care services with the UNA. This person will help to foster an active, healthy and connected UNA community. After-Camp Care offers working parents safe, fun, and accessible childcare services for their children. This position will operate out of the Wesbrook Community Centre.

OVERALL GOALS FOR THE POSITION

1. Maintain exceptional customer service standards.
2. Report any safety concerns or operational issues to the Program Coordinator.
3. Be proactive in acquiring organizational knowledge.
4. Excellent internal and external communication skills

ROLES, RESPONSIBILITIES AND EXPECTATIONS

- Provide direct supervision of children aged 5 – 12, including managing behavior and ensuring campers safety.
- Foster a welcoming and inclusive environment for all campers.
- Stick to a Strick signing in and out procedure to ensure the safety of participants
- Lead a variety of activities including icebreakers, crafts, and activities.
- Assist with the setup and cleanup of camp facilities.
- Supervise and record the hours of volunteers.

SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

- Passionate about working with kids and have experience supervising children in a camp or childcare setting.
- Excellent communication and interpersonal skills.
- Successful completion of a criminal record check.
- Current First Aid/CPR C certification, or willingness to obtain before start date.

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Technical knowledge, Skills and Abilities Requirements

- Able to community effectively with a diverse population, including English language learners, children, youth, adults, and seniors.
- Able to work independently and as part of a team.
- The ability to establish and maintain effective internal and external relationships that involve wide range of stakeholders.
- A second language is an asset.

Soft Skills Requirements

- Think Strategically – Assess options and actions based on trends and conditions in the environment, and the vision and values of the UNA.
- Build Relationships – Establish and maintain effective working relationships internally and externally to achieve the goals of the UNA.
- Creativity/Innovation – Develop new and unique ways to improve operations of the UNA and to create new opportunities.
- Focus on Community Needs – Anticipate, understand, and respond to the needs of internal and external members and residents to meet or exceed their expectations within the UNA parameters.
- Plan – Determine strategies related to the role's accountabilities to move UNA forward, sets goals, creates and implements actions plans, and evaluates the process and results.
- Lead – Positively influence others to achieve results that are in the best interest of the UNA.
- Make Decisions – Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the UNA.
- Organize – Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems – Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Communicate Effectively – Demonstrate excellent verbal and written communication skills.
- Foster Teamwork – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- Adaptability – Demonstrate flexibility, versatility and tolerance in a changing work environment while maintaining effectiveness and efficiency.
- Discretion – Understand and demonstrate ethical behaviour and business practices.