



Employment Opportunity

YMCA of Northern Alberta

Has the following full-time summer position from May 25 – August 31, 2018 available (*based out of the Jamie Platz Family YMCA with weekly travel to the other 5 YMCA Edmonton Region Summer Camp locations*):

Day Camp International Coordinator (4-5 Positions; 3 in the Edmonton Region and 1-2 in the Wood Buffalo Region)

The YMCA is a charitable, mission based organization dedicated to the development of thousands of people in spirit, mind and body. The YMCA of Northern Alberta is seeking an enthusiastic individual that will provide effective supervision and coordination of all day camp programming to its members (3 - 17 years).

Wage: \$15.40/hour

Key Responsibilities:

- **Book, schedule, communicate organize, and lead Inter-Branch Association International themed Camp Special Events, International Activities, Resources, Guest Speakers and Celebration of Canadian Multiculturalism activities.**
- Act as a Guest Speaker in day camps daily; leading International themed activities and supporting staff with Inclusion and Physical Literacy.
- Assist in the recruitment and development of local Community International Partnerships for the YMCA Camps.
- Monitor, track, record and evaluate day camp International events: follow the audit process for program quality assurance. Assist with Day Camp administration tasks as assigned.
- Implement direct camper leadership in ratio when required (minimal).
- Manage and operate within the approved camp budget.
- Ensure Alberta Camping Association (ACA) standards are upheld in all HFR Centres.
- Role model recruitment and retention of volunteers and members.
- Demonstrate and promote a personal understanding of and appreciation for the mission, vision, and values and the YMCA programs and services.

Qualifications:

- **Education/Certifications/Credentials/Professional Registration**
 - Currently a post-secondary student in Education, Physical Education, International Studies, Community Development or related field.
 - Standard First Aid and CPR-C , Child Welfare & Police Security Clearance (provided upon hire), WHMIS Certification (provided upon hire)
- **Experience**
 - Minimum 1-3 years experience working in Day Camp; past Camp Coordinator or Camp Director experience is an asset
- **Knowledge/Skills**
 - Working knowledge of Microsoft Office; **advanced Excel skills.**
 - **Highly Organized leader that is detail oriented.**
 - Demonstrated leadership skills, well developed interpersonal and **networking** skills.
 - Knowledge in Alberta Camping Association (ACA) Standards is an asset.

- Excellent verbal and written communication skills with experience in negotiations and partnership building.

How to Apply

Applications will remain open until April 6, 2018. Apply by email with Resume and Covering Letter in Word or PDF format. Please include the Job Title in the Subject line of your email.

Use the chart below to apply directly to the location you prefer to work at:

Job Location	Contact
Castle Downs Family YMCA (North Edmonton)	Lisa.paarup@northernalberta.ymca.ca
Campus Saint-Jean (French speaking Camp on Campus)	Brian.ferdinand@northernalberta.ymca.ca
Don Wheaton Family YMCA (Downtown Edmonton)	Brian.ferdinand@northernalberta.ymca.ca
Jamie Platz Family YMCA (West Edmonton)	Yasmine.AlHusseini@northernalberta.ymca.ca
South Pointe Community Centre & William Lutsky Family YMCA (South Edmonton)	Ariel.campbell@northernalberta.ymca.ca
Eagle Ridge Community Centre (Timberlea Fort McMurray) & Westwood Family YMCA (Thickwood Fort McMurray)	Shannon.rex@northernalberta.ymca.ca
Any Location (designate City on the Subject line of your email and all preferred locations in the body of your email)	work@northernalberta.ymca.ca tammy.goodwin@northernalberta.ymca.ca