

EMPLOYMENT OPPORTUNITY

SUMMER STUDENT POSITIONS

- Day Camp Supervisor
 - Day Camp Assistant Supervisor
 - Day Camp Senior Leaders
 - Day Camp Leaders
 - Parks Labourers
 - Horticultural Labourers
 - Public Works Labourers
 - Cemetery Labourer
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For complete job descriptions, please visit hanover.ca/careers. Please submit a cover letter and resume by mail, delivery service or email by Tuesday, February 19, 2019 at 4:00pm.

Town of Hanover

341 10th Street, Hanover ON N4N 1P5

t 519.364.2780 | f 519.364.6456

hr@hanover.ca

The Town of Hanover is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We thank all applicants for the interest and only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection.

Reporting to the Program Development Coordinator and/or Manager of Programs and Aquatics, the Day Camp Supervisor is responsible for ensuring service excellence and to oversee the supervision and safe operations of all camp programs for the Town of Hanover. This position will include but not limited to:

- Be responsible for the planning and implementation of the following programs:
 - Kamp Kummoniwannago and Teen Adventure daily program plans
 - Longest Day of Play
 - Canada Day Children's Carnival
 - Special events including bus trips, fundraising initiatives, senior initiatives
- Direct supervision of day camp staff including taking a lead role in the development and implementation of staff trainings and meetings.
- Oversee the planning and training of Senior Day Camp staff, including Inclusion and Volunteer programs.
- Encourage and assist in maintaining high standard of morale, enthusiasm and teamwork.
- Develops marketing initiatives for camp programs and established community publicity partnerships.
- Ensures quality level of programs and public service.
- Responds to public inquiries, problems and emergency situations.

Knowledge, Skills & Experience

- Minimum of three (3) years of frontline camp program experience.
- Enrolled in an applicable post-secondary program is an asset.
- Strong leadership, organizational, problem solving and public relation skills are essential.
- Excellent keyboarding skills and knowledge of a variety of word processing programs is required.
- Knowledge of the Active Net software program is an asset.
- Attention to detail, time management and planning skills are necessary.
- Candidate must be highly motivated and possess work experience in an independent setting with minimal supervision.
- Valid Ontario Class 'G' driver's license in good standing.
- Valid Standard First Aid and CPR Level C.
- High Five Principles of Healthy Child Development Certification is required.
- Possess Criminal Reference Check with results satisfactory to the Town of Hanover.
- Returning to school in Fall 2019.

The Town of Hanover offers an attractive hourly wage. Qualified applicants are invited to submit a cover letter and resume by mail, delivery service or email, no later than 4:00 pm on Tuesday, February 19, 2019 to:

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