

# WE ARE *Hiring*

## JOIN OUR TEAM

Kids On Track is a community building organization that provides hope, direction, and ongoing support for children, youth, and their parents. Educational, social, spiritual, and recreational elements are combined to deliver well-rounded programs. We cultivate relationships with participants encouraging their faith, character and leadership development, social skills, and a healthy lifestyle. We strive to support families that have limited opportunities due to various challenges. We use physical literacy-based activities and recreational pursuits as a foundation for relationship building and mentoring. All summer positions are grant-dependent and an offer of employment cannot come until funding is confirmed.

## JOB POSITION

**Job Title:** Kids Day Camp Site Coordinator    **Contract:** 14 weeks, 40 hours/week    **Number of Openings:** 3  
**Wage:** \$17.50/hr    **Vacation:** 4% paid out    **Date Range:** May 22–August 25, 2023  
**Location:** 17410-106A Ave NW and various sites around Edmonton

## RESPONSIBILITIES

- Help plan and oversee the Kids Day Camp Program (1 site, 6 staff, youth volunteers)
- Help plan and implement a physical literacy-based Christian Character Education curriculum
- Help plan and implement daily half-day field trips
- Provide high-quality educational and recreational opportunities and enjoyable experiences for participants
- Supervise participants and ensure their safety, development, growth, skill achievement, and general well-being
- Provide support and supervision to staff
- Implement all policy and procedures and ensure the staff and volunteers are following protocols
- Maintain program records
- Record and track participant medical and behavioural info
- Communicate with parents, program staff, and senior staff as necessary
- Ensure the cleanliness of off-site and KOT locations

## REQUIREMENTS

- Driver's license and access to own vehicle (mileage reimbursed)
- CPR level C and Standard First Aid
- Clear Police Security and Intervention Record Checks
- Under the age of 30 (grant requirement)
- Canadian citizen, permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act and legally required to work and study in Canada
- Class 5 or Class 2 is an asset
- High Five PHCD or Quest II certification an asset
- Lifeguard certification is an asset

## QUALIFICATIONS

- Must be in agreement with Christian mission of KOT
- Must be an experienced leader, able to direct and instruct others in organizing tasks to be completed
- Must have administrative and management skills
- Must be experienced in leading children with a variety of learning and behavioural challenge
- Must have experience planning and implementing Christian faith-based lessons, utilizing a variety of different experiential learning techniques
- Must be able to implement learning activities that: are age appropriate, utilize experiential learning techniques, are linked to practical life applications, and build social competencies
- must be able to adhere to the design principles of making sure the program is developmentally appropriate, safe, and welcoming of diversity and uniqueness
- Must have stamina and ability to participate in activities



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INCLUDE: Cover letter, resume, relevant work or volunteer experience, or participation in a faith based organization



DEADLINE: March 30, 2023

**APPLY NOW**

