Summer Programs Coordinator Job Description

The Summer Coordinator is responsible for the coordination, operation and support of programs ensuring their effective and cohesive operation of all summer programming on a day-to-day-basis; the training, support and supervision of all staff; camper/swimmer wellness and the administering of first aid; various administrative duties.

The Summer Programs Coordinator is responsible for supervising and administering activities at the swimming pools in order to provide quality swimming programs and services as well as a small summer camp. Summer Programs Coordinator reports to the Director of Recreation and is responsible for supervision and administration all summer programs.

POOLS

RESPONSIBILITIES

- Plan and develop pool programs and use to ensure maximum benefit of the facility for residents of the community
  Main Activities
  - Plan and develop pool related activities
  - Develop a schedule for pool use including public swims, lessons and other activities
  - Supervise recreation facilities and staff
  - Develop swim activities to meet local needs
  - Coordinate involvement in regional swim meets
  - Coordinate an active community relations campaign to promote pool programs
  - Arrange for advertising of programs
  - Evaluate pool activities

- Administer pool programs to ensure budgets and records are maintained in an accurate and timely manner
  Main Activities
  - Monitor the budget and spending
  - Collect revenues and fees
  - Prepare monthly usage reports
  - Maintain office files

- Hire and supervise pool staff to ensure that staff are qualified and performing duties in a safe and courteous manner
  Main Activities
  - Hire and supervise lifeguards and swimming instructors
  - Ensure lifeguards and swim instructors meet requirements
  - Schedule hours of work

- Maintain the facility to ensure the swimming pool is safe and clean
  Main Activities
  - Take water quality samples
  - Make adjustments to chlorine levels as required
  - Ensure lobby, changes rooms and deck area are clean
  - Inspect facilities daily to ensure safety standards are maintained

- Perform guarding and instruction duties
  Main Activities
  - Teach swimming lessons
  - Act as lifeguard
  - Set up and instruct lessons for school groups
CAMP

RESPONSIBILITIES

- Actively participate in planning and delivering summer staff training
- Plan Day Camp special events
- Plan and disseminate weekly program schedules for all activities to staff and management
- Greet and welcome all campers each day
- Orient all campers to camp rules on first day
- Relieve counselors as required
- Remain visible and accessible to staff and campers
- Coordinate daily cleanup of all program areas and the Associate Coordinator’s workspace and weekly cleanup of all camper and staff accommodations
- To provide a quality community summer children’s program for ages 5 – 12 that includes a variety of educational, social, and physical learning experiences

REQUIRED SKILLS

- Strong interpersonal and communication skills
- Ability to work independently and to exercise initiative
- Strong organizational ability
- Supervisory and management skill and experience
- Ability to work with a wide variety of ages and demographic groups
- Ability to take charge and motivate others
- Ability to supervise peers of a close age
- Ability to observe and assess staff and camper behavior, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
- Enthusiasm, sense of humor, patience, self-control

EDUCATION/CERTIFICATIONS

- Water Safety Instructor Certificate
- First Aid and CPR Certificate
- National Lifeguard Standard Instructor/Examiner Certificate
- Examiner to Bronze Cross Level
- Valid driver’s licence