



Canada Summer Jobs Summer Activity Coordinator

Primary Duties and Responsibilities

Plan the delivery of the Summer program activities in accordance with the mission and goals of the organization. This includes research of curriculum and activities.

Develop Schedules and Activity plans. Ensure on-site activities are inclusive and structured. Develop and/or update forms and records to document program activities

Oversee the collection and maintenance of records of campers for statistical and program purposes

Register and welcome campers and parents and ensure all required information has been submitted to the registrar. Supervise students and maintain proper levels of student discipline, safety and welfare.

Be the first point of contact for students who have on-site questions Actively promote the program to all clients Communicate relevant information to parents, campers and staff in a timely manner. Maintain a professional working relationship with staff and clients Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement. Carry out any other reasonable tasks.

Leading and Supervising

Supervise program staff/volunteers by providing direction, input and feedback Ensure Schedule is followed, updated and adjusted as required. Implement the policies, procedures and practices of Multicultural Heritage Centre Delegate preparation and leading responsibilities related to activities Equip staff/volunteers to lead and prepare activities Ensure that the activities operate within the approved budget Monitor the Program on a regular basis and conduct an evaluation according to the program evaluation framework

Position is 8 weeks, between June 3, 2019 to August 30, 2019

30 Hours per week

\$16.50 per hour



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of Canada**