

15641-96 Ave
Edmonton, AB, T5P 2R7
Ph/Fax: 780-481-2942
www.kidsontrack.org



Job Title: Summer Program Site Coordinator- 2 positions available

Position: 14 weeks, 40 hours/week

Start date: May 22 (grant dependent)

Location: 15641-96 Ave, Edmonton AB, various sites in West Edmonton

Salary/Wage: \$ 15.50/hr

Apply with cover letter and resume. Please include relevant course descriptions and certificates and volunteer work. Please include any experience working, volunteering, or participating in a faith based organization. Please send to kristy@kidsontrack.org

Duties and Responsibilities:

- Plan and implement a children's day camps and a weeklong overnight camp for children grades 1-6
- Plan and implement the lessons and activities around various Christian character building topics
- Ensure a variety of learning activities including music, drama, art, games, storytelling and sharing times are incorporated
- Assist with field trip activities for every day camp including confirming bookings with facilities and planning a unique and exciting experience for the children at the field trip site
- Prepare activity plans for each day using Kids On Track planning forms
- Provide training, direction and supervision of junior staff, youth volunteers and adult volunteers
- Provide leadership to the cabin leaders for the camp week
- Responsible for all policy and procedures of Kids On Track and the school sites and ensure their teams are following protocol
- Communicate with parents, program coordinators, and staff as necessary
- Participate and assist in fundraising activities to support the summer program
- Assist with supervision and training of Leaders In Training Youth volunteering in day camps
- Reports directly to the Summer Coordinator and the Program Director and will work with the other Site Coordinator and the LITE Coordinator

Requirements/Skills:

- Must be in agreement with the Christian mission of the organization
- Must be an experienced leader, able to direct and instruct others in organizing tasks to be completed
- Must be experienced in leading children with an ability to relate to disadvantaged children and those who are presenting behavioral challenges
- 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 basic administrative and management skills, must be organized
- Must communicate well and in a timely manner
- Must be physically fit and able to lead a wide range of recreational pursuits
- Specific athletic skills such as swimming, biking, archery and canoeing would be an asset
- Must have driver's license and access to own vehicle- (mileage reimbursed)
- Class 4 or Class 2 (Bus license) an asset
- Must have current CPR Level C and First Aid certificate
- Must submit a clear Police Security Check and an Intervention Record Check
- Minimum of 18 years of age and under the age of 30 (grant requirement)
- Must have been a full time student in the previous school year, and enrolled as a full time student for the upcoming year (grant requirement)
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada (grant requirement)

Organization Description: Kids On Track is a Christian faith based organization that serves disadvantaged children, youth and families. Central to the mission of Kids On Track is the provision of Christian instruction, mentorship, and faith experiences for children. Applicants will need to be in agreement with our organization mission, values and beliefs, and lifestyle policy. They should contact the organization for further details prior to applying. Please check www.kidsontrack.org for further program information.