



## **Job Position: Core City Kids Club Summer Park Camp Coordinator**

**Employment Period:** July 22 – August 23, 2024. 30 hours per week for 8 weeks. Wage: \$17.55 per hour

**Job Description:** The Summer Youth Camp Coordinators will report to our Camp Director. You will be responsible for implementing the programming in the four local parks that the DWCC is actively involved in ( Bruce Park and Mitchell Park, Wigle Park and Alton Parker Park).

As part of the team, you will design, promote and implement activities that bring residents together who live within walking distance of the two parks. You will work as a team for Plan to Protect purposes to ensure the safety of all parties involved.

You will work directly with one other Camp Coordinator and collaborate with the other Camp Coordinators situated at another downtown community park.

Your team will work with the local parents and families that live within walking distance of the parks to encourage healthy neighbourhood dynamics. The connecting point is the local neighbourhood resident's associations connected to the parks. You will work with agencies and organizations with complementary missions such as New Beginnings and the Local Boxing Club.

### **Tasks and Responsibilities:**

1. Safety of participants is the first priority.
2. Implement the summer camp program of activities and sports in one of the four parks assigned.
3. Ensure proper documentation of volunteer participation, children and you participants, including waivers, and emergency contact information.
4. Assist the Program Director in arranging local leadership participation such as Community Police, athletic groups, relevant businesses such as bicycle shops and youth advocacy groups that nurture the development of the connection between children and youth and their neighbourhood associations.
5. Assist the Program Director in the social media activities.
6. Collaborate as a team on the end of summer report for DWCC staff and supporters.

**TEAMWORK** We emphasize collaboration in all that we do. You will work as part of our DWCC team to achieve our goals as a not-for-profit, but also the goals of residents and community members who share our vision of renewing our city's downtown core.

You will work with residents to develop and enrich community activities that are for, with, and by the neighbourhood. You will work with other DWCC staff to ensure that we are not doing anything independent of our organizational goals.

**COMMUNICATION** Much of what we do as a community organization is engage in dialogue with community stakeholders, residents, and other organizations. You will be communicating with those who participate in activities at these parks, many of which are newcomers to Canada. They will be tasked with communicating in ways that transcend language barriers. You will also be expected to take the lead on communicating with residents and community members to develop and enrich



community life in these parks. You will be given the opportunity to grow in their ability to communicate in person, on the phone, through email, and through our social media platforms.

**LEADERSHIP** Our community often looks to us to show the way forward when it comes to community improvements, revitalization of the core, and summer programming in our downtown parks that engages neighbours and crosses cultural barriers. You will need to listen to residents and community members in order to put forth a plan that involves them in a collaborative design process. You will be expected to demonstrate initiative and they will be looked to for decision making. They will need to move at the speed of trust and collaboration.

**WORKPLACE SAFETY** We will provide education and oversight for any tools or equipment You will be required to use. You will not be asked to do anything or use any equipment they do not feel comfortable operating or using. We will provide WHMIS training to all Canada Summer Jobs staff as well as specific on-site training for our office environment.

**SAFE, INCLUSIVE, HEALTHY WORK ENVIRONMENT** DWCC supports and strives for diversity in the work place. Our goal is to create a work environment that benefits from a variety of voices to enrich the experience of all involved. You will know and have access to our Executive Director and access to contact our Board of Directors if needed. Our policies promote a healthy work environment free from discrimination and free from harassment.

**FIELDS OF STUDY** Music, Social Work, Political Science, Event Planning, Sport and Recreation, Religious Studies, Social Media and Communications. Because of the diversity of our work in the not-for-profit sector that ranges from political science to event planning, and from social work to sport and recreation, there are a wide range of fields of academic study that are possible and relevant.

#### **Learning Skills:**

1. Community Development: Mobilizing the resources inherent in the neighbourhood for the benefit of all. Learn 'Asset Based Community Development' as a working model.  
[www.abcdinstitute.org](http://www.abcdinstitute.org)
2. Team Building: Lead volunteers, identify motivating objectives, build consensus, conflict resolution.
3. Recreation Programming: Research, plan, implement, and facilitate sports and physical activity programming.
4. Social Work experience: Working at the grass roots level in the inner city will provide exposure and experience in the urban concerns of individuals, families, and neighbourhoods.
5. Learning Organization: Self and group evaluation skills reflecting on goals and outcomes.
6. Relational Skills: Engage people and move them from stranger to acquaintance to participant.
7. Negotiation Skills: Resolve difficult situations for a mutually agreeable position.
8. Technology: Updates done daily through social media including web, blog, Facebook, Twitter.

#### **Code of Conduct:**

1. Integrity: You represent the values and reputation of the Collaborative. Integrity is aligning behaviour and interpersonal relationships with the values of the organization.
  - a. Language: Vulgarity, swearing, gossip is not appropriate or permissible.
  - b. Work effort: full focus on the job during the job.



2. Technology: Social media during work hours is strictly for the benefit of the gardens.
3. Teamwork: Built into the fabric of DWCC is community. We are learning to work together, collaborating and using our strengths to better the neighbourhoods.

Send Resumes to: [nate@dwcc.ca](mailto:nate@dwcc.ca)