



Manitoba Islamic Association Summer Day Camp Director Posting

Job Title:	Summer Day Camp Director	Date Starting:	February 14 th , 2020
Organization:	Manitoba Islamic Association	Travel Required:	Must be able to get to/from work
Location:	2445 Waverley St. and 406 Edmonton St.	Position Type:	Part Time: March – July, 2020 Full Time: Summer Camp: July 6 – Aug 28, 2020
Posting Expires:	Open Until filled		
HR E-mail:	office@miaonline.org		

Job Description

The Manitoba Islamic Association is currently seeking all qualified applicants to apply for the position of Summer Day Camp Director

Role and Responsibilities

Pre Summer Camp

- Must work to design Summer Camp program that reflects MIA's vision and the 'All About Manitoba' theme
- Camp Director will be responsible for camp registration, budget, logistics and hiring staff prior to the start of camp
- Camp Director is responsible for all aspects of camp planning and implementation

During Summer Camp

- Camp Director must contribute to a safe and healthy camp environment. It will be their duty to ensure the safety of all participants and provide direct supervision in all planned activities and field trips, supporting the counselors
- Camp Director will be required to hold pre-camp training sessions as well as bi-weekly camp staff meetings. They must follow all applicable policies and procedures including MIA's Child Safety Policy and Privacy Policy
- Camp Director will plan and help implement daily activities including organized sports, crafts, meals and field trips
- Camp Director will make sure proper procedures are being followed, including signing in and out on a daily basis by staff and parents at pick/drop
- Camp Director will supervise counselors' daily – onsite as well as on field trips
- Camp Director is responsible for overseeing all aspects of program delivery and ensuring that counselors are contributing effectively towards achieving program objectives
- Camp Director must send weekly emails to Parents regarding camp rules and also field trip information
- Must follow all MIA policies and procedures

Post Summer Camp

- Camp Director must provide the MIA Board with a detailed report of camp including suggestions for improvements
- Camp Director must close out any outstanding camp issues to the satisfaction of the MIA Board

Qualifications and Education Requirements

- They will be required to have CPR training and Child Abuse Registry clearance
- The successful candidate must be legally entitled to work in Canada (Pending grant funding may require candidates to be below 30 years of age)
- Must be patient, energetic and enjoy working with children
- Must be fluent in English (written and oral communication)
- Ability to use Microsoft Office efficiently is an asset

Preferred Skills

Preferred candidates may possess:

- Volunteer experience working with children