



**YWCA Edmonton  
Job Description**



<b>Department:</b> Camp Yowochas	<b>Date Written:</b> January, 2001
<b>Title:</b> Activity Specialist	<b>Last Revised:</b> January, 2020
<b>Reports to:</b> Director	<b>Revised By:</b> Barb Specht, Registrar

**Qualifications Required:**

- 18 years of age by commencement of camp program
- Current Standard First Aid & CPR
- National Lifeguard Service certification, Pleasure Craft Operators Card and Canoe Instructor certification is an asset
- Program delivery in a summer camp setting
- Challenge course instructor training/experience facilitating challenge course programs
- Comfortable working on all aspects of a high challenge course
- On site residence is a requirement of this position
- Evening and weekend work is a requirement
- Hours of work are usually 7:30am to 10:00pm
- A clear Criminal Record Check
- A clear Intervention Record Check through Alberta Children's Services

**Major Responsibilities:**

The Activity Specialist is responsible for assisting in the planning, coordinating and delivering all base camp programs. The Activity Specialist will lead rotations for cabin groups during discoverer rotations and cabin rotations. They will also work collaboratively with the Challenge Course and Waterfront Specialists to run all camp programs including campfires, wide games and special theme events.

**Position Duties**

- Plan and deliver all camp programs, recruiting other staff to help as necessary (e.g. cabin activities, Discoverers rotations, etc.)
- Plan and deliver the on-arrival games and orientation session
- Ensure the quality, continuity and flow of the Explorer and Discoverer Programs
- Ensure that campers are in the right place, at the right time doing the right activity
- Ensure campers are supervised during all times
- Assist the Waterfront Specialist and Challenge Course Specialist in the delivery of waterfront and challenge course programs as needed
- Assist with staff skill development through hands on training
- Ensure campers who are driven to/picked up from camp are supervised and entertained

**Human Resources**

- Be a member of the staff training team
- Coach, mentor and discipline staff members, as required, with assistance from the Camp Yowochas Management Team

**Administrative Duties**

- Assist in administration and maintenance duties as assigned
- Complete set-up and clean-up tasks before and after groups
- Write a report on summer camp programs to be completed prior to the last week of camp
- Perform in other positions as required

All Other duties as assigned