



Hespeler Village Neighbourhood Association

HVNA Summer Fun

Camp/Programs

Applying for a Position

All cover
letters/resumes
are due
March 20, 2023

Applicants can
submit
electronically to
candicew@hvna.ca

Please read the job description entirely to make sure you meet the criteria.

You must include your application, cover letter and resume. Your cover letter should include the following:

YOUR NAME

HOME ADDRESS

PHONE NUMBER

EMAIL

THE POSITION(S) YOU ARE INTERESTED IN

EDUCATION/QUALIFICATIONS/DRIVER'S LICENCE

PREVIOUS EMPLOYMENT

If you are applying to be a **Leader-In-Training (LIT)** please submit a
VOLUNTEER APPLICATION FORM found on our website www.hvna.ca

Thank you for your interest in joining the HVNA team!



Hespeler Village
Neighbourhood Association

1620 Franklin Blvd. Cambridge, ON N3C 1P2

519.240.3567

www.hvna.ca

candicew@hvna.ca

POSITION:	Program Supervisor
RESPONSIBLE TO:	Program Coordinator
FUNCTION:	Supervise and assist with the coordination and delivery of Recreation Programs
HOURS:	30-37.5 hours/week
TERM:	Summer

PROGRAMMING:

- Create an environment that is safe, clean and welcoming.
- Provide materials for children that will give them the opportunity to learn, be successful and grow as individuals.
- In co-operation with the Program Coordinator, plan and implement a high quality, fun and engaging day camp program of varied activities that meets the appropriate development needs of the children and is in accordance with the Centre's policies, procedures and guidelines
- Daily implementation and evaluation of programs.
- Set-up room/gym for children resulting in an environment that will be welcoming with the various age appropriate toys and activities.
- Encourage and support an inclusive and respectful atmosphere for all children
- Ensure the care, safety and security of day children at all times and complete daily safety checks
- Provide positive child guidance
- Supervise and participate in onsite and offsite activities including swimming, field trips, physical activity, experiments, art activities, songs, and games
- Monitor inventory of equipment and programming materials make requests for supplies to the Program Coordinator, as necessary.
- Maintain safe and tidy conditions at the program site, both outdoors and indoors.
- Provide mentorship , training and support to staff and volunteers and ensure volunteers follow organizational guidelines



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- Maintain direct communication with the Program Coordinator and communicate any potential issues with regard to your team, which may impact the quality of camp program and objectives. You are responsible to ensure your team follows through with direction.
- Report all concerns, accidents and incidents to program coordinator
- Complete the written end of camp report paperwork and submit by the final day of employment.
- Attend meetings and training as required
- Accept other duties as required

COMMUNICATION and ADMINISTRATION

- Provide a high level of front line customer service including greeting and engaging participants
- Maintain positive and professional relationships with peers, participants, parents, caregivers and guardians
- Working with the Program Coordinator, help with attendance and intake of new registrations
- Complete administrative duties in a timely manner (attendance, incident/accident/behaviour reports, opening and closing procedures, in addition to inventory controls)
- Contributes positively to a team-work perspective both in program, events and trainings

QUALIFICATIONS, EXPERIENCE and SKILLS:

- Recreation and Leisure, Early Childhood Education, Concurrent Education, or equivalent, recommended
- Standard First Aid and CPR C
- PRO – High 5 Principles of Healthy Child Development
- Police Record Check
- LEAD certification
- Between the ages of 16 and 30 years of age at start of employment (By May, 2020) an asset
- Be a Canadian citizen, a permanent resident, or a person to whom refugee protection has been conferred under the immigration and refugee protection act
- Legally entitled to work in Canada in accordance with relevant provincial legislation and regulations
- Good organizational skills, good communication and the ability to build rapport with participants
- Flexible work hours
- 1-3 years of experience in programming with children and families preferred
- Experience working with a diverse population



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POSITION:	Program Facilitator
RESPONSIBLE TO:	Program Coordinator
FUNCTION:	Assist with the coordination and delivery of Recreation Programs
HOURS:	30-37.5 hours a week
TERM:	Summer

PROGRAM IMPLEMENTATION

- Responsible for implementing activities and program plans for HVNA's Summer Fun Camp and Summer Programs;
- Apply and encourage the High Five Principles of Healthy Child Development in every aspect of program life: **A Caring Adult**, the opportunity to make **Friends**, the opportunity to **Play**, the opportunity to **Master Skills** and, the opportunity to **Participate**;
- Engage with the children by being physically active during programs;
- Monitor the inventory of equipment and craft materials and identify supplies as required;
- Responsible for the safety and supervision of program participants;
- Complete daily safety checks and complete necessary paperwork.
- Maintain safe and tidy conditions at the program site, both outdoors and indoors.
- Provide mentorship, training and support to volunteers and ensure volunteers follow organizational guidelines
- Maintain direct communication with the Program Supervisor and Program Coordinator
- Report all concerns, accidents and incidents to program coordinator
- Attend meetings and training as required
- Accept other duties as required

LEADERSHIP AND COMMUNITY DEVELOPMENT

- Provide support and facilitate the development of leadership skills in youth to plan and assist in program (program leaders and LIT's)

COMMUNICATION and ADMINISTRATION

- Provide a high level of front line customer service including greeting and engaging participants



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- Maintain positive and professional relationships with peers, participants, parents, caregivers and guardians
- Working with the Program Coordinator, help with attendance and intake of new registrations
- Complete administrative duties in a timely manner (attendance, incident/accident/behaviour reports, opening and closing procedures, in addition to inventory controls)
- Contributes positively to a team-work perspective both in program, events and trainings

QUALIFICATIONS, EXPERIENCE and SKILLS:

- Standard First Aid and CPR C
- PRO – High 5 Principles of Healthy Child Development
- Police Record Check
- LEAD certification
- Between the ages of 16 and 30 years of age at start of employment
- Be a Canadian citizen, a permanent resident, or a person to whom refugee protection has been conferred under the immigration and refugee protection act
- Legally entitled to work in Canada in accordance with relevant provincial legislation and regulations
- Good organizational skills, good communication and the ability to build rapport with participants
- Flexible work hours
- 1-3 years of experience in programming with children and families preferred
- Experience working with a diverse population
- Self-directed team player with the ability to work independently with minimal supervision
- Understanding/demonstrated knowledge of child development
- Professional manner and appearance at all times



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POSITION:	Inclusion Facilitator
RESPONSIBLE TO:	Program Coordinator
FUNCTION:	Work 1-on-1 with campers needing extra support
HOURS:	30-37.5 hours a week
TERM:	Summer

PROGRAMMING:

- Create an environment that is safe, clean and welcoming.
- Work one-on-one with a camper (varying exceptionalities including, but not limited to: ADHD, ODD, Cerebral Palsy, behaviour challenges, Autism Spectrum Disorder, physical disabilities, etc)
- Provide support to camper(s) as assigned by the Program Coordinator (can include feeding and toileting)
- Participate in all camp activities with camper
- Assist campers, workers and staff with daily routines of camp
- Identify means of adapting program activities to facilitate maximum participation of each child; share and discuss program adaptations with all staff/volunteers
- Meet with families of children identified as having special needs, (if requested by the Program Coordinator)
- Research and prepare information on needs of campers, as requested by the Program Coordinator
- Encourage and support an inclusive and respectful atmosphere for all children
- Ensure the care, safety and security of day children at all times
- Provide positive child guidance
- Supervise and participate in onsite and offsite activities including swimming, field trips, physical activity, experiments, art activities, songs, and games
- Maintain safe and tidy conditions at the program site, both outdoors and indoors.
- Provide mentorship, training and support to volunteers and ensure volunteers follow organizational guidelines
- Maintain direct communication with the Program Supervisor and Program Coordinator
- Report all concerns, accidents and incidents to program coordinator
- Attend meetings and training as required



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- Accept other duties as required

COMMUNICATION and ADMINISTRATION

- Provide a high level of front line customer service including greeting and engaging participants
- Maintain positive and professional relationships with peers, participants, parents, caregivers and guardians
- Working with the Program Coordinator, help with attendance and intake of new registrations
- Complete administrative duties in a timely manner (attendance, incident/accident/behaviour reports, opening and closing procedures, in addition to inventory controls)
- Contributes positively to a team-work perspective both in program, events and trainings

QUALIFICATIONS, EXPERIENCE and SKILLS:

- Post-secondary education proving an interest inclusion/equitable service
- Standard First Aid and CPR C
- PRO – High 5 Principles of Healthy Child Development
- Police Record Check
- LEAD certification
- Between the ages of 16 and 30 years of age at start of employment (By May, 2020) an asset
- Be a Canadian citizen, a permanent resident, or a person to whom refugee protection has been conferred under the immigration and refugee protection act
- Legally entitled to work in Canada in accordance with relevant provincial legislation and regulations
- Good organizational skills, good communication and the ability to build rapport with participants
- Flexible work hours
- 1-3 years of experience in programming with children and families preferred
- Previous experience working with children. Previous day camp experience is an asset
- Previous experience working with children with varying needs, or as a 1-on-1 inclusion counsellor an asset
- Specific interest or expertise in working with children with special needs
- Experience working with a diverse population
- Self-directed team player with the ability to work independently with minimal supervision
- Understanding/demonstrated knowledge of child development
- Professional manner and appearance at all times



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POSITION:	Leader in Training (LIT)
RESPONSIBLE TO:	Program Coordinator
FUNCTION:	Assist with the coordination and delivery of Recreation Programs
HOURS:	Volunteer
TERM:	Summer

If you are applying to be a **Leader-In-Training (LIT)** please submit a

Leader In Training Application found on our website www.hvna.ca

Primary Role: LIT is a leadership program for youth that have a genuine desire to work with children. It's also the next step for youth who have grown up attending day camps and now they are too old to attend as campers – but would like to continue on in a leadership role. As a group, LIT's create unforgettable memories and lasting friendships as they work together at camp. As individuals, you'll grow in confidence, make a difference in kids' lives, and be on your way to for potential employment in the future. The LIT program is a great introduction to the Cambridge Neighbourhood's LEAD Training Program offered at Neighbourhood Associations across Cambridge.

On a daily/weekly basis LITs will assist with daily program whether its arts, science, games for children ranging in ages from 4-12 years, as well as, contribute to ensuring a safe and clean program site. You will work co-operatively with other LITs, Facilitators and the Program Supervisor.

Qualifications:

- An interest in working with children
- Past leadership development experience through schools, churches, clubs etc.
- Good communication skills and the ability to work with others
- Knowledge of songs, games, crafts etc.

LIT Responsibilities:

- Assist with a small group of children
- Assist with activities such as crafts, songs, and games



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- Help campers respect and follow camp rules
- Ensure the safety of the campers at all times
- Attend all appropriate camp meetings and trainings
- Work cooperatively with peers
- Respect all campers, peers, staff, and yourself
- Share suggestions for improving the camp experience
- Adhere to camp rules and follow guidance of Program Facilitators
- Follow all policies and procedures as outlined in manual.
- Maintain open lines of communication with parents; provide a high level of customer service to the public.
- Participate in self-evaluation and evaluations by Program Facilitators, Program Supervisor and Program Coordinator, at the end of each week.
- Follow designated dress code, refrain from smoking while working/on site grounds.
- Maintain confidentiality of information regarding participants, volunteers, site, and staff.