



# Hespeler Village Neighbourhood Association

## HVNA Summer Fun Day Camp/Programs *Applying for a Position*

All cover letters and  
resumes  
are due by  
March 29, 2024

Applicants can submit  
electronically to  
[AmandaH@HVNA.ca](mailto:AmandaH@HVNA.ca)

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

Please 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 IF APPLICABLE**
- **PREVIOUS EMPLOYMENT**

If you are applying to be a **Leader-In-Training (LIT)**, please submit a Volunteer Registration Form found on our website [www.hvna.ca](http://www.hvna.ca) to [AmandaW@HVNA.ca](mailto:AmandaW@HVNA.ca), along with your cover letter and resume by February 5, 2024.

Thank you for your interest in joining the HVNA team!



# Hespeler Village Neighbourhood Association

640 Ellis Rd, Cambridge, ON N3C 4N1

519.240.3567

[www.hvna.ca](http://www.hvna.ca)

[amandah@hvna.ca](mailto:amandah@hvna.ca)

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<b>POSITION:</b>	<b>Program Supervisor</b>
<b>RESPONSIBLE TO:</b>	<b>Program Coordinator</b>
<b>FUNCTION:</b>	<b>Supervise and assist with the coordination and delivery of recreation programs</b>
<b>HOURS:</b>	<b>30-37.5 hours/week</b>
<b>TERM:</b>	<b>Summer</b>

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## **PRIMARY ROLE:**

- 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 cooperation 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 and 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
- 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.



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- 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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<b>POSITION:</b>	<b>Program Facilitator</b>
<b>RESPONSIBLE TO:</b>	<b>Program Coordinator</b>
<b>FUNCTION:</b>	<b>Assist with the coordination and delivery of recreation programs</b>
<b>HOURS:</b>	<b>30-37.5 hours a week</b>
<b>TERM:</b>	<b>Summer</b>

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## PRIMARY ROLE:

- 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)



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### **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:**

- 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
- 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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<b>POSITION:</b>	<b>STEAM FACILITATOR</b>
<b>RESPONSIBLE TO:</b>	<b>Program Coordinator</b>
<b>FUNCTION:</b>	<b>Assist with the coordination and delivery of recreation programs enhancing STEAM perspectives and interests</b>
<b>HOURS:</b>	<b>35 hours a week</b>
<b>TERM:</b>	<b>Summer</b>

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HVNA is currently seeking a qualified professional to lead a summer camp program for school aged children that focuses on STEAM (science, technology, engineering, arts and mathematics) education.

Under the direction of the STEAM Developer, the successful candidate is responsible for leading and implementing a STEAM summer camp program:

#### **PRIMARY ROLE:**

- Implementing activities in each area of STEAM that can be implemented with children, indoors and/or outdoors.
- Utilizing provocation kits that include resources, materials and equipment to support STEAM programming.
- Referring to and utilizing a guidebook of ideas and questions for interacting with children to highlight learnings.
- Recognizing and supporting children's developmental milestones for all age groups
- Attending a virtual community of practice that supports camp staff and provides a platform to highlight stories of children's experiences and successes
- 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**;
- Complete daily safety checks and complete necessary paperwork.
- Maintain safe and tidy conditions at the program site, both outdoors and indoors.



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- 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
- Maintain positive and professional relationships with peers, participants, parents, caregivers and guardians
- 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
- A diploma or degree in the sciences, or an education degree or a diploma or degree in Early Childhood Education
- Experience working in a science related industry, or engaging children in science through an early learning environment
- Experience leading and implementing programs for children that recognize their capabilities, diverse learning needs and natural curiosity
- Experience in supporting STEAM education in children's learning is an asset
- Demonstrated ability to work independently and collaboratively as part of a team in a virtual environment



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- 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
- Experience working with a diverse population
- Understanding/demonstrated knowledge of child development
- Professional manner and appearance at all times





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

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## **PRIMARY ROLE:**

- 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 counselor 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
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<b>POSITION:</b>	<b>Summer Fun Camp Leader in Training (LIT) Volunteer</b>
<b>RESPONSIBLE TO:</b>	<b>Community Engagement Coordinator and Program Coordinator</b>
<b>FUNCTION:</b>	<b>Assist with the coordination and delivery of recreation programs</b>
<b>HOURS:</b>	<b>Volunteer</b>
<b>TERM:</b>	<b>Summer</b>

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If you are applying to be a **Leader-In-Training (LIT)**, please submit a Volunteer Registration Form found on our website [www.hvna.ca](http://www.hvna.ca) to [AmandaW@HVNA.ca](mailto:AmandaW@HVNA.ca), along with your cover letter and resume by February 5, 2024.

**LIT** is a leadership program for individuals who have a genuine desire to work with children. It is also the next step for youth who have aged out of attending day camps, 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, LITs will grow in confidence, make a difference in kids' lives, and be on their way to 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 programming such as art, science, and games for children ranging in ages from 4-13 years, as well as, contribute to ensuring a safe and clean program site. You will work cooperatively with other LITs, Facilitators and the Program Supervisor.

#### **LIT PRIMARY ROLE:**

- Developing, delivering, and participating in camp programming activities with campers ranging in ages 4-12 years
- Working cooperatively with other HVNA Staff and LITs to ensure campers are safe, while maintaining adequate health and hygiene measures
- Building relationships with all campers by showing compassion, empathy and understanding



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### **LIT DUTIES AND RESPONSIBILITIES:**

- Participating in orientation and training workshops held prior to camp sessions
- Attending all appropriate program meetings
- Assisting campers with activities such as crafts, songs, and games
- Taking roll call at the beginning and end of every activity
- Ensuring the safety of the participants
- Modeling good behaviour for campers and peers as it relates to sportsmanship, manners, respectfulness, and following program rules
- Sharing suggestions and ideas for improving programs
- Adhering to program rules and following guidance of HVNA staff
- Following all policies and procedures as outlined in volunteer handbook
- Maintaining a high level of customer service

### **LIT SKILLS AND QUALIFICATIONS:**

- Ability to work well with children and interact with parents in a professional and polite manner
- Ability to communicate effectively with campers, parents, other HVNA staff and LITs
- Ability to motivate others towards learning new skills
- Ability to demonstrate responsible, ethical and professional conduct
- Ability to provide support and instruction to others
- Ability to identify teachable moments and capitalize on them
- Experience or education in working with children is an asset

### **LIT EDUCATION AND TRAINING REQUIREMENTS:**

- LIT In-Person Orientation Training prior to camp sessions
- Staff and LIT In-Person Team Building Training prior to camp sessions
- LEAD Course Certificate
- HIGH FIVE Principles of Healthy Child Development Training (an asset)
- First Aid and CPR certificate (an asset)
- Babysitting course (an asset)