



**Boys & Girls Club  
of London**

A good place to be

Requires a

## **Day Camps Director**

**Full-time**

**The successful candidate(s) for this position will possess the following qualifications:**

- ❖ Must be attending post-secondary school or is a graduate. Diploma in Recreation or related field would be considered an asset.
- ❖ 3 years prior experience working in a camp setting. Past experience directing a camp is an asset.
- ❖ Ability to plan, develop, promote, coordinate and implement inclusive recreation programs.
- ❖ Ability to write camp reports, manage the day-to-day functions of camp life, manage recreational programs & budgets.
- ❖ Experience with marketing and promotion, comfortable with outreach and cold calling in order to promote facility rentals.
- ❖ Possess excellent interpersonal, communication and organizational skills.
- ❖ Proven decision-making ability and demonstrated ability to address parents and caregivers.
- ❖ Demonstrated ability to prioritize and manage time, meet deadlines and handle multiple tasks.
- ❖ Staff supervision experience: hiring, training, performance management.
- ❖ Strong working knowledge of MS Office software – Outlook, Word, Excel, etc.
- ❖ Knowledge in effective behaviour management techniques.
- ❖ Valid First Aid & C.P.R. Level C certification required.
- ❖ High Five Certification in Principles of Healthy Child Development 100 required once hired.
- ❖ Vulnerable Sector Police Clearance issued by local police station, within 3 months of offer of employment, required.
- ❖ C.P.I or P.M.A.B. certification required once hired.
- ❖ Full G Driver's License required and F/B Class license would be considered an asset.
- ❖ Basic swimming skills & N.L.S. certification would be considered an asset.

***Please email your cover letter, resume and references to:***

Human Resources

Boys & Girls Club of London

E-mail: [hr@bgclondon.ca](mailto:hr@bgclondon.ca)

**INCLUDE JOB TITLE IN YOUR APPLICATION**

**No phone calls please**

**The Boys & Girls Club of London is an equal opportunity employer and welcomes and encourages applications from women and men including people of visible minorities, aboriginal peoples and people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We welcome all resumes but only those granted an interview will be contacted**