

## Job Description

About the Organization: The Marda Loop Communities Association was established on September 6th, 1957 to serve the residents of South Calgary during the massive postwar growth period of the 1950s. Today, Marda Loop continues to grow and reinvent itself and our Association now represents the citizens of South Calgary, Altadore, Garrison Woods, and River Park. The Association advocates for neighbourhood safety, and makes every effort to keep track all residential and commercial planning and development proposals within our boundaries. We liaise with city officials to voice the concerns and values of our members.

Mission: The Marda Loop Communities Association works to consult, mediate, and promote issues arising in the areas of community development, transportation, parks and green space. We offer recreational and educational programs for all ages, and serve as a conduit to City Hall, giving our residents a strong and coordinated voice.

Vision: The Marda Loop Communities Association is an evolving, vibrant, urban community that is engaged – connected – and desirable.

**Title:** Day Camp Manager, Summer 2021

**Reports to:** General Manager, MLCA

**Start Date:** June 28<sup>th</sup>, 2021

### **The Position:**

At MLCA Day Camps, campers 5 to 12 years of age learn about themselves, others, and the world around them through a variety of age appropriate activities. The Marda Loop Communities Association will be running a Cooking camp, an Idea Lab camp (NEW), and a Multisport camp during the months of July and August, and are looking for a Day Camp Manager with proven leadership skills, excellent customer relations experience, and a keen interest in cooking, science, and sports. The past year and a half has been very unique, but we are excited to offer something for the children this Summer. Due to Covid, the parameters of the camp can change at any moment.

### **Nature and Scope:**

The Day Camp Manager is responsible for oversee the daily operations of the MLCA day camp. The Day Camp Manager will lead day camp counsellors and help in providing a fun, safe and healthy environment for children registered for summer day camps. The Day Camp Manager will also be required to supervise children and program daily activities. They will report to the MLCA General Manager. Day camps are offered July 12<sup>th</sup> – August 13<sup>th</sup>, 2021, however this position includes 1-2 weeks of day camp prep time.

The Marda Loop Communities Association is a not-for-profit organization and adheres to Alberta Employment Standards. As per these standards, counsellors or instructors hired to work at an educational or recreational camp that is operated on a charitable or not-for-profit basis for children, persons with disabilities, or religious are exempt from the provincial standards for hours of work and rest periods.

**Responsibilities:**

- Provide supervision, leadership and encouragement to all day camp counsellors and day campers.
- Cooperate with other day camp staff to provide a positive quality care environment.
- Develop, plan and implement all aspects of the daily schedule. Create and update curriculum and encourage camper participation. You will receive outside support for the Idea Lab camps.
- Demonstrate and role model appropriate behavior when dealing with staff, campers and parents.
- Provide first aid care when necessary and notify the General Manager of actions as soon as possible
- Meet and greet parents and campers on arrival and departure from camp
- Develop and execute mandatory staff training prior to camp and lead weekly staff meetings
- Abide by MLCA Policies and Procedures

**Competencies:**

Service Attitude/Customer Focus  
Leadership  
Communication  
Self Management  
Teamwork  
Flexibility/Managing Change  
Values Diversity  
Commitment to Health and Safety

**Qualifications:**

- Standard First Aid and CPR Level "C"
- All MLCA related training (provided)
- Previous day camp leadership experience an asset
- Evidence of a cleared police security clearance including a vulnerable sector search
- Three professional references are required

**Rate of Pay:**

\$19/hr

**\*Please submit your resume to [gm@mardaloop.com](mailto:gm@mardaloop.com) Attention: Kevin Forbes**