

Summer House Park Available Position:
'DIRECTOR OF SUMMER FUN' - ACTIVITIES COORDINATOR

For over 30 years Summer House Park has provided a wide range of children's and adult activities for the enjoyment of our summer guests. We are looking for an energetic, creative, outgoing and mature individual who wishes to be part of our team, dedicated to ensuring our guests have a fun family holiday! Our activities often, but not exclusively, focus on the natural environment and local history and aim to entertain and educate guests during their summer holidays.

The park's 'Director of Summer Fun' will organize, promote and facilitate our summer Activities Program. Programming will include children's crafts and games, naturalist programs, guided hikes and special events. Applicants must have experience working with groups of children and adults, enjoy working with a small team as well as independently, must be creative, energetic, and conduct themselves in a cheerful and professional manner. Computer knowledge is required. Excellent written and verbal communication skills, teaching skills, time management and organizational skills are an asset. Activity Coordinators should be punctual, patient, friendly and reliable.

Principal Duties and Responsibilities:

- Develop weekly daytime and evening programs for children and adults in coordination with other team members. Events include children's crafts and games, nature programs, evening group campfires, guided hikes, owl prowls, star gazing, ...limited only by your imagination and experience!
- Responsible for leading activities with children of all ages
- Scheduling other team members and general coordination of the summer activities.
- Organizing and facilitating special events throughout the summer such as barbeques, tournaments and carnival days.
- Modelling appropriate behaviour and creating positive interactions in all daily routines and program delivery with campers and coworkers.
- Ensuring that all programming is properly advertised and promoted throughout the park via social media, posters and information boards.
- Ensuring the supply room, craft centre and outside activity areas are kept clean and organized.
- Ensuring a safe work environment and performing necessary actions in an emergency situations.
- Attending the mandatory training period and completing health and safety training.

Qualifications and the key to success:

- Experience working with children in a leadership role such as a camp councillor, teacher or early childhood educator.
- Maturity to work independently with minimal supervision and meet expectations with success.
- Excellent communication and customer service skills, outgoing and comfortable speaking in front of a crowd.
- Ability to work cooperatively with a small team to effectively deliver fun and entertaining activities.
- Proficiency with data base and publishing software (MSWord and MSExcel essential), social media and some graphic design.
- Creative and inspirational, with an adventurous perspective to challenges.
- Strong planning and organizational skills, with the ability to anticipate problems and opportunities, and develop effective solutions.
- Standard First Aid/ CPR Certificate; Lifeguard certification an asset but not required.
- Bilingualism is an asset (English and French)

Hours, wages and perks:

- Full-time seasonal position; May - October. Summer student positions also available; June-September
- Rate of pay based on experience; Health benefits for returning, full-time employees.
- Staff discounts on food and store items, use of resort amenities.
- COVID-19 considerations: Regular cleaning and social distancing practices. Mask required.

To Apply:

Send a completed application form (found on our website), covering letter describing your experiences and your résumé to:

Summer House Park
197 Miller Lake Rd.
Miller Lake, ON N0H 1Z0
(519) 795-7712

Documents may be sent electronically to - darci@summerhousepark.ca