



Summer Program Assistant

Tay Township - Employment Opportunity

Student, Contract Position (On-Site) – Spring/Summer 2025

Tay Township, located on the sunset shores of Georgian Bay, is seeking a driven individual to join #TeamTay for the 2025 Summer Term (late April to August) as a Summer Program Assistant. Tay Township proudly offers students a hands-on learning environment based on variety, development, and mentorship.

Reporting to the Manager of Parks, Recreation and Facility Services, the Summer Program Assistant provides support and assistance in the planning, promotion and coordination of Tay Township Day Camp and recreation children's programming. This position also provides administrative and customer service support to the Operational Services department from the start of the employment period until the Day Camp program begins.

Qualifications

- Active enrollment in post-secondary education at an accredited educational institution; enrollment in Early Childhood Education, Education, Child and Youth Worker, Recreation, or another relevant discipline, at an accredited educational institution, is considered an asset.
- Related cooperative education/work experience is considered an asset; preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.
- Class 'G' or 'G2' driver's licence in good standing.
- Standard First Aid and CPR certification in good standing.
- Demonstrates the confidence and ability to make decisions independently and in the best interests of the participants; resolves problems and conflicts effectively as they arise.
- Strong computer skills including word processing/spreadsheet software, internet and e-mail programs and related office equipment; established writing skills with a high level of accuracy; developed proofreading skills and careful attention to detail; written and oral communication skills, and technical skills.

The pay rate for this Full-Time, Student Contract position is \$19.75 per hour with a regular workweek of generally 35 to 42 hours per week; subject to variable hours of work.

Join #TeamTay today and help transform the way local government connects with the community it serves.

Interested applicants are encouraged to do the following:

1. Reference the complete position description including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs
2. Please submit (1) a cover letter and (2) a resume via email by **4:00 p.m., Friday, January 17, 2025,** to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference '**2025-006**' within the email subject line.
- Please indicate how you heard about this opportunity within your application.

We appreciate the interest of all applicants, however, only those candidates selected for consideration will be contacted. Only applications submitted through email communication will be accepted. All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided.

Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need.

Posted: 2024-12-17



POSITION DESCRIPTION TAY TOWNSHIP

Position Title: Summer Program Assistant	
Position Classification: Student	Pay Band: Student - 2
Department Division: Operational Services/Parks, Recreation and Facility Services	Reports to (Directly): Manager of Parks, Recreation and Facility Services
Direct Reports: None	Indirect Reports: None
Revision Date (s): December 2024; January 2024	Hours Per Week: 35 - 42

Position Summary:

Reporting to the Manager of Parks, Recreation and Facility Services ("Manager"), or their designate, the Summer Program Assistant provides support and assistance in the planning, promotion and coordination of Tay Township Day Camp and recreation children's programming.

This position also provides administrative and customer service support to the Operational Services department from the start of the employment period until the Day Camp program begins.

Learning Objectives:

- ❑ Learn to lead a variety of day camp activities, ensuring they are engaging, safe, and suitable for different ages.
- ❑ Leadership skills by assisting with coordination with other Day Camp Counsellors and leading groups of children in various activities.
- ❑ Enhance communication skills by interacting with children, parents, fellow day camp staff, volunteers, and other Township staff, by learning how to ensure clear and effective information is exchanged.
- ❑ Learn to create inclusive and respectful environments that celebrate diversity, ensuring all children feel welcomed and valued.

- Gain an understanding of the structure and functions of Municipal Government, including the roles of various departments and officials.
- Gain an understanding of managing Township records, in compliance with legislation.

Responsibilities:

Operational Services Administration

1. Provides administrative support to Operational Services, assisting with the research, composition, preparation, and proofreading of correspondence, documents, and scheduling, as required.
2. Provides coverage for front-line Staff; involved in dealing directly with the public.
3. Assists with the planning and execution of Township events and special projects, as required.
4. Responds to public inquiries via telephone, correspondence, and in-person, providing necessary information and routing general Township inquiries accordingly; answers telephone, records messages, screens, and redirects calls to convey and receive information Assembles, collates, and distributes written and electronic materials, as required.

Summer Programming

5. Prioritizes child well-being, safety, and protection throughout the camp; maintains an awareness of assigned campers and staff; evaluates situations for potential risks to the safety, protection and well-being of campers and staff, proactively taking mitigating actions to address such risks; reports all incidents promptly and thoroughly to the Summer Program Coordinator and Manager, using incident/accident report forms and processes.
6. Ensures the Township is providing a safe and healthy environment, both physically and mentally, to ensure the delivery of quality children's programming; responsible for the supervision and safety of Day Camp and program participants at all times.
7. Acts as a leader/role model, fostering a positive, creative, and open learning environment where people feel included as members of a team and are motivated to work towards common goals.
8. Fosters a program environment which promotes inclusion and active living, concentrating on providing participants with an opportunity to increase self-esteem and create lasting connections.
9. Assists the Summer Program Coordinator with the planning, coordination,

and facilitation of age-appropriate, fun, safe, high-quality, and diverse activities, and programs for children between the ages of 5 and 12; responsible for the assistance of day-to-day, on-site operation of day camp and other summer programs.

10. Assists with overseeing and training day camp staff and other program volunteers, with the direct assistance of the Summer Program Coordinator and the Manager.
11. Performs administrative procedures related to summer programs (i.e., emergency contact information/parent's information, supply lists, timesheets, waiver forms, newsletters, permission forms, and policies etc.).
12. Assists with the facilitation of various recreation activities including day camp, teen camp, TOTS soccer, special events and programs; assists with the coordination and facilitation of the soccer program, including coaching and organization of volunteers; assists with the coordination and implementation of the 'Travelling Tay Teen Camp' program for teens ages 13 to 15, as required.
13. Maintains awareness of and communicates participant dietary/medical/behavioural needs, and all relevant action plans.
14. Attends staff meetings and training to ensure understanding of organizational and program policies, emergency procedures, and their application.
15. Cleans and ensures the proper use of program facilities and equipment.
16. Responds to public inquiries via telephone, correspondence, and in-person, providing necessary information and routing general Township inquiries accordingly; answers telephone, records messages, screens, and redirects calls to convey and receive information Assemblies, collates, and distributes written and electronic materials, as required.
17. Manages documents in accordance with the Township's Records and Information Management (RIM) system and The Ontario Municipal Records Management System (TOMRMS), including ensuring that confidential information (property owners, staff, and confidential matters) remains secure.
18. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
19. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.

20. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
21. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education, Certification, and Training

- Active enrollment in post-secondary education at an accredited educational institution; enrollment in Early Childhood Education, Education, Child and Youth Worker, Recreation, or another relevant discipline, at an accredited educational institution, is considered an asset.
- OSSD (Ontario Secondary School Diploma) or equivalent.
- Standard First Aid and CPR certification in good standing.
- Class 'G' or 'G2' driver's licence in good standing.
- High Five - Principles of Healthy Childhood Development Certification is considered an asset, or willingness to complete.

Experience

- Experience in childcare programming, game/craft coordination, and soccer and/or other sports coordination/coaching is considered an asset.
- Related education/work experience is considered an asset; preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.
- Experience in the use of the following programs/software or similar is considered an asset:
 - Microsoft 365 Applications
 - Recreation Software (i.e., Perfect Mind)

Knowledge

- Knowledge of age-appropriate childcare programming, games, sports, and activities.

Skills and Competencies

- Must meet the requirements of a Competent Person as defined by the

Occupational Health and Safety Act.

- ❑ Strong computer skills including document management, word processing, spreadsheet, and presentation software, internet and e-mail programs and related office equipment.
- ❑ Demonstrates the confidence and ability to make decisions independently and in the best interests of the participants; resolves problems and conflicts effectively as they arise.
- ❑ Ability to delegate effectively and ensure individual and team accountability and use proper judgment, make decisions, and take actions to resolve issues.
- ❑ Attention to detail; mental and visual concentration and alertness to ensure the safety of others.
- ❑ Ability to work independently in a safe, effective, and efficient manner, with the ability to problem solve.
- ❑ Written and oral communication skills, and technical skills.
- ❑ Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to exercise tact, diplomacy, and good judgement always.
- ❑ Demonstrated ability to relate to and/or appreciate all levels of stakeholders with multiple and sometimes competing priorities.
- ❑ Collaborative team player focused on practical, timely solutions; demonstrated team building and relationship management skills and a proven ability to work across departments and with stakeholders.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- ❑ Regular workweek – generally 35 to 42 hours per week; subject to variable hours of work.
- ❑ Performance of duties normally takes place in various indoor/outdoor environments; may be subject to inclement weather; appropriate personal protective equipment (PPE) must be worn as required.
- ❑ Position involves physical efforts of sitting, standing, sprinting, walking, and prolonged computer/office equipment use.
- ❑ Position involves mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information, balancing multiple demands, dealing with

interruptions/distractions, and addressing evolving and tight deadlines; involves contact with stakeholders that can include uncomfortable/sensitive situations.

- Position involves corresponding with parents/guardians and the public, and confidentiality in some aspects of the work.
- Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

Employment Conditions:

- Must be age 18 or older.
- Must be available to work exclusively from late April to the end of August.
- Satisfactory Vulnerable Sector Check (VSC) provided via the Ontario Provincial Police is required as the position involves the 1:1 care and control of a vulnerable population.
- Satisfactory Driver's Abstract