



## Kiwanis Club of Windsor Sunshine Point Camp



### **POSITION DESCRIPTION – SPORTS COORDINATOR**

#### **About Sunshine Point Camp and the Kiwanis Club of Windsor**

The Kiwanis Club of Windsor has been incorporated over 100 years and has been operating Kiwanis Sunshine Point Camp since 1947. We are a service club dedicated to bettering the lives of children in Windsor and Essex County. Kiwanis Sunshine Point Camp is a five-day, overnight camp for children. It is located on Lake Erie at 955 County Road 50 East, forty-five minutes from Windsor, between Colchester and Kingsville. Our camp welcomes boys and girls over a seven-week period. Five weeks are reserved for boys and girls ages seven to eleven. Two weeks are reserved for 12–14-year-olds. Each camp period runs from Sunday afternoon till Friday afternoon. We financially subsidize those children who can't afford to attend and work closely with the Windsor Essex Children's Aid Society to identify children who would benefit from summer camp.

Work begins for our staff with orientation and training July 1-5. Our staff spend the weeks onsite and may sleep in a camper cabin and in some cases in a staff cabin. Staff is responsible to bring their own toiletries and linens. Our staff join our campers for all meals.

#### **Position Summary**

Reporting to the Camp Directors, The Sports Lead is responsible for the development and implementation of an all-inclusive sports program while providing a fun atmosphere for all campers. The Sports Coordinator is also responsible to assist the Camp Director in the development of a comprehensive Sunshine Point Camp Program for the duration of employment.

#### **Salary ...\$18.00/hour (40 hours per week)**

#### **Position Requirements**

- Proven supervisory and teamwork skills necessary.
- High energy level.
- Previous residential camp leadership experience preferred.
- Desire to work with, and teach, children.
- CPR and Standard First Aid an asset.
- Current Vulnerable Sector Check is required.
- Training in Conflict Resolution, Corrective Discipline, Anger Management, and other skills to effectively deal with children/adults preferred.
- Preference given to those enrolled in post-secondary program and returning to school in the fall.

#### **Position Responsibilities** (include but are not limited to)

- Planning, implementing, and directing all related Sports activities.
- Implementation and participation in camp activities during daily rotations.
- Interaction with campers and dealing with problems as they arise.
- Attendance at, and participation in, regularly scheduled staff meetings.
- Maintenance of safe environment for campers and staff and monitoring of all sports equipment.
- Participate in camp opening activities during orientation week.
- Keep sports closet clean and organized.
- Assist Camp Director in ensuring camp is left clean, safe, and in good order at end of each week.
- Other duties as assigned by Camp Director or Camp Committee Chair