

We're

Hiring



HEADS UP/STEAM CAMP FACILITATOR

Responsibilities:

- Facilitate & Plan Heads Up & STEAM Camp's (see Job Description for more info)

Requirements:

- Full-time CEGEP/University Student
- Interest in working with youth 12-17 yrs old
- Valid driver's license & access to a vehicle
- Registered for KSSEP

Duration:

- 10 weeks - June 10 to August 16, 2024

Salary:

- \$17.30/hr to \$20.00/hr

Work Schedule:

- Mon to Fri: 8:30am to 4:00pm (some overtime may be required)

SEND YOUR RESUME & COVER LETTR TO:

Kristy Kennedy,

Heads Up Program Coordinator



kristy.kennedy@kedc.biz

For More Info: 450-638-4280

**Deadline to apply:
May 10, 2024**





JOB DESCRIPTION

<u>POSITION:</u>	Heads Up Program/STEAM Camp Facilitator
<u>IMMEDIATE SUPERVISOR (1):</u>	Heads Up Program Coordinator
<u>IMMEDIATE SUPERVISOR (2):</u>	Workforce Development Counselling Services Manager
<u>DATE:</u>	March 2024

DUTIES:

Under the direction of the Heads Up Program Coordinator, the Heads Up Facilitator is responsible for planning and facilitating the Heads Up Summer Program and STEAM Camp on behalf of Business Services and Workforce Development. The primary responsibilities are:

1. Planning the Heads Up and STEAM Summer Camp programming, including registration, promotion, organization of daily activities, field trips, and student for a day work placements;
2. Facilitating the Heads Up and STEAM Summer Camp, communicate and guide participants through events or activities planned ensuring safety and supervision of participants at all times;
3. Preparing contracts and budgets for the Heads Up and STEAM Summer Camp and preparing final report;

EDUCATION AND EXPERIENCE REQUIREMENTS:

Must be a **full-time university or CEGEP/college student, or a 2024 University graduate** with previous experience working in an office environment.

KNOWLEDGE & SKILL REQUIREMENTS :

- Strong interpersonal, communication and leadership skills;
- Organizational and time management skills;
- Ability to work with High School Students;
- Ability to represent Tewatohnhi'saktha with a strong professional image;
- Sound knowledge of all Microsoft Office Programs;
- Good understanding of the Business Services and Workforce Development's Youth Program activities, policies and procedures;
- Ability to communicate in Kanien'kéha is an asset.

OTHER REQUIREMENTS :

- Must have a Valid driver's license and access to a vehicle.

MAJOR RESPONSIBILITIES :

1. Planning the Heads Up and STEAM Summer Camp programming, including registration, promotion, organization of daily activities, field trips, and student for a day work placements;

- Develop a comprehensive program schedule outlining daily activities, workshops, and events for the duration of the summer camp.
- Create and implement a registration process for students interested in participating in the summer camp.
- Design promotional materials such as flyers, social media posts, and advertisements to attract participants.
- Coordinate with local schools and community organizations to promote the summer camp and recruit participants.
- Organize field trips to educational and recreational destinations that align with the camp's objectives.
- Ensure all logistical aspects of the camp, such as transportation, accommodations, and meals, are well-planned and executed.
- Collaborate with the Heads Up Program Coordinator to address any logistical or administrative challenges that may arise during the planning process.
- Performs other duties as required.

2. Facilitating the Heads Up and STEAM Summer Camp, communicate and guide participants through events or activities planned ensuring safety and supervision of participants at all times;

- Lead participants through scheduled events, activities, and workshops in accordance with the program schedule.
- Communicate clearly and effectively with participants to provide instructions, guidance, and support throughout each activity.
- Foster a positive and inclusive atmosphere that encourages participation, creativity, and personal growth among participants.
- Monitor participants' behavior and ensure adherence to camp rules and safety guidelines at all times.
- Implement appropriate safety measures during activities, including first aid procedures and emergency protocols.
- Supervise participants during field trips, ensuring their safety and well-being while exploring new environments.
- Adapt facilitation techniques to accommodate different learning styles and individual needs among participants.
- Collaborate with other facilitators and staff members to address any challenges or issues that arise during camp activities.
- Maintain open communication with parents or guardians, providing updates on participants' progress and addressing any concerns or inquiries promptly.
- Performs other duties as required.

3. Preparing contracts and budgets for the Heads Up and STEAM Summer Camp and preparing final report;

- Collaborate with program coordinators and stakeholders to identify program needs and requirements.
- Research and procure necessary supplies, services, and equipment for the summer camp activities.
- Draft contracts for vendors, guest speakers, and other service providers involved in the summer camp.
- Review and finalize budgets, allocating funds for various aspects of the summer camp, including venue rental, transportation, catering, and materials.
- Monitor expenses throughout the duration of the summer camp, ensuring adherence to budgetary constraints.
- Maintain accurate financial records and documentation, tracking expenditures and income related to the summer camp.
- Evaluate program effectiveness and participant satisfaction through surveys, interviews, and observations.
- Compile data and feedback collected during the summer camp to prepare a comprehensive final report.
- Analyze program outcomes, successes, and areas for improvement, drawing insights from participant experiences and feedback.
- Present the final report to program stakeholders, summarizing key findings, achievements, and recommendations for future iterations of the summer camp.
- Ensure timely submission of all contractual agreements, financial reports, and final reports as required by program guidelines and funding requirements.

CONTACTS:

Students, parents, employers and the general public to provide and obtain information about the Heads Up and STEAM programs.

SUPERVISION:

The position will require direct supervision over students during workshops or field trips associated with Business Services and Workforce Development Youth Programs and other related youth initiatives.

WORKING CONDITIONS:

37.5 hours per week, Five (5) day work week, Monday - Friday; 8:30 a.m. to 4:00 p.m. Occasional overtime required during field trips.

DECISION AUTHORITY:

1. Determines which inquiries from stakeholders, including employers, students, and community members, require the attention of the Program Coordinator.
2. Ensures the accuracy and completeness of student and employer information for the Heads Up / STEAM program.
3. Recommends activities, field trips, and workshops to the Program Coordinator that align with the needs and priorities of Heads Up / STEAM students and employers.
4. Develops strategies, in consultation with facilitators, to increase student participation in within the Heads Up / STEAM program.
5. Identifies budgetary requirements for activities, field trips, and workshops within the Heads Up / STEAM program.
6. Assesses the suitability of evaluation tools used to assess employers and summer students within the Heads Up / STEAM program, providing recommendations to the Program Coordinator.
7. Evaluates and recommends initiatives to the Program Coordinator aimed at enhancing the effectiveness and efficiency of the Heads Up / STEAM program's workforce development youth strategy.

Incumbent

Date

Heads Up Program Coordinator

Date

Director, Human Resources

Date

Executive Director

Date