



## YMCA of Northeastern Ontario Employment Opportunity

The **YMCA of Northeastern Ontario** is a dynamic charity dedicated to strengthening the foundations of communities by offering opportunities for personal growth, community involvement and leadership. We have been offering programs and services to the North Bay community since 1958 and to the Greater Sudbury community since 1936! To learn more about our programs and services offered please visit [ymcaneo.ca](http://ymcaneo.ca)

We are currently looking for an **Assistant Director** to join our team of committed professionals. This **full-time contract** position within the Association is housed at the YMCA of Northeastern Ontario's **YMCA John Island Camp** location in Spanish, Ontario. Under the leadership of the General Manager, John Island Camp, the Assistant Director assists with the supervision of the management team as well as their accompanying budget. In addition, this position is also responsible for staffing, training and conducting performance management. The Assistant Director is responsible for daily programming, kitchen operations, scheduling, and providing support to teachers and chaperones at camp. The Assistant Director is also responsible for communicating with parents and providing updates on social media.

<b>START DATE</b>	<b>March 1, 2019</b>	<b>LOCATION</b>	<b>Spanish, Ontario</b>
<b>RATE OF PAY</b>	<b>\$35,000 - \$40,000 per year</b>	<b>HOURS</b>	<b>40 per week</b>

### SUMMARY OF QUALIFICATIONS

- College diploma or University degree in Outdoor Recreation, Business or related field
- Minimum of two (2) years of experience in a senior role in a camp or outdoor center setting
- Minimum of four (4) years of experience working at summer camps or outdoor centers
- Current Standard First Aid and CPR C
- Valid G class driver's license and access to a vehicle
- Excellent verbal and written communication skills
- Strong computer skills
- Bilingualism in both official languages considered an asset
- Current and Satisfactory Police Record Check with Vulnerable Sector

### MAJOR RESPONSIBILITIES

- Assist with the daily responsibilities of camp including kitchen operations, facility and equipment maintenance
- Develop, implement and deliver camp programming and activities
- Support management team with implementing budget and monitoring expenditures
- Plan, implement and facilitate staff training and orientation
- Assist with social media updates and website maintenance
- Communicate with and support parents, teachers and chaperones



## YMCA of Northeastern Ontario EMPLOYMENT OPPORTUNITY | HOW TO APPLY

If you would like to work in a family friendly environment, send us your cover letter and resume by **January 3, 2019** to the attention of:

**PERSONNEL COMMITTEE | EMAIL: [sudburycareers@ymcaneo.ca](mailto:sudburycareers@ymcaneo.ca)**

Please ensure that your cover letter and resume both specify the job title of the position that you are applying for.

All applicants are thanked for their interest in this position. However, only those selected for an interview will be contacted. If contacted and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Human Resources Department.

Please note that successful candidates will be required to submit a current and satisfactory Police Record with Vulnerable Sector Check for review prior to starting employment.

Please note that candidates invited for an interview will be required to submit three professional references.

YMCA of Northeastern Ontario is an equal opportunity employer that is dedicated to maintaining a fair and equitable work environment. All of our employees and job applicants will be promoted or employed solely on the basis of their abilities and qualifications.