

S.S.C.A. Property & Day Camp Positions Summer 2007

Please NOTE:

The right candidate(s) could apply to manage the **SSCA Community Centre Programs** as the **Store Manager and Day Camp Director**. This candidate would be responsible for the store and day camp staff. The position would be from June 23, 2007 – September 3, 2007, Monday to Friday, 8am – 4pm. Salary would be dependent on qualifications and experience. Job descriptions for the Store Manager and Day Camp Director are below.

SSCA Store Manager

The SSCA is looking for an enthusiastic, motivated young person with the leadership skills needed to over see the supervision and scheduling of staff and the operation of the S.S.C.A. community store “The Dockhouse”.

Duties will include:

- store staff scheduling & supervision
- all store operations and set up & season end duties
- all store inventory & orders
- phone calls
- tennis bookings
- SSCA program & event coordination at Community Centre
- weekly & season store financial records & accounting
- supervision from the SSCA Property & Program Committee

The preferred candidate will:

- be at least 18 years of age
- have current 1st Aid Certification
- provide their own transportation to the site
- have a valid boat operator’s licence
- be an SSCA member family

Salary will be dependent on qualifications, experience and responsibilities.

SSCA Store Staff

The SSCA is looking for motivated, enthusiastic, young people who would be willing to be part of a team working with The Dockhouse Manager and SSCA program staff to offer the SSCA community excellent, reliable and friendly service. The successful candidates will work shifts no more than 5 days per week.

Duties will include:

- assisting with store operations
- assisting with SSCA event & program needs at community centre
- selling pop, ice cream, clothing, etc
- daily cash
- phone calls
- tennis Bookings

The preferred candidates will:

- be at least 16 years of age

- have current 1st Aid Certification
- provide their own transportation to the site
- have a valid boat operator's licence
- be prepared to work weekday and weekend shifts
- be SSCA member families

The *hourly wage* will be \$10.00 / hour. The SSCA "Dockhouse" store hours will be:

1. May 15, 2007 – June 17, 2007 - Weekends Only
Saturday & Sunday
9am – 5pm
2. June 23, 2007 – September 3, 2007
Monday through Sunday
8am – 6pm

SSCA Day Camp Director

The SSCA is looking for a dynamic, innovative young person who is capable of taking the leadership and responsibility of running the Summer 2007 SSCA Day Camp. The role of the Day Camp Director will be to ensure the safety and well being of the campers, offer a creative, active and wide-ranging program for SSCA youth, act as the lead counsellor with the campers and oversee the daily administration of the camp and staff.

The position of Day Camp Director includes:

1. pre-camp organization and promotion
2. supervision of campers and staff Monday to Friday
 - a. July 2 – August 31, 2007
 - b. 10am – 2pm
3. related SSCA Youth Events ie: SSCA Regatta
4. weekly and season camp financial records & accounting
5. post camp duties
6. supervision from the SSCA Program & Property Committee

The preferred candidate will:

- be at least 18 years of age
- have previous camp or youth experience
- have current Red Cross Bronze Medallion or equivalent qualifications
- have current First Aid Certification
- provide their own transportation & have a valid Boat Operators license
- be an SSCA member family

Salary will be dependent on qualifications, experience and responsibilities.

SSCA Assistant Day Camp Director

The SSCA is looking for an enthusiastic young person, who is comfortable in a leadership position and excited about working with children at the Summer 2007 SSCA Day Camp. The role of the Assistant Day Camp Director will be to work with the camp director to offer a wide range of daily activities for youth, act as a lead counselor and assist with the supervision of the community day camp assistant counselors.

The position of Assistant day Camp Director includes:

1. the supervision of campers Monday to Friday
 - July 2 – August 31, 2007
 - 9:30am – 2:30pm
2. assisting with all camp program and coordination
3. assisting with related SSCA Youth events ie: SSCA Regatta
4. supervision from the SSCA Program Committee

The preferred candidate will:

- be at least 16 years of age
- have previous camp or youth experience
- have current Red Cross Bronze Medallion or equivalent qualifications
- have current 1st Aid Certification
- provide their own transportation & have a valid Boat Operator's license
- be an SSCA member family

Salary will be dependent on experience and qualifications.

All interested candidates in the SSCA Store **and/or** Day Camp positions are requested to please send a brief letter, resume and references to:

Mrs. Jackie Campbell, SSCA Director
269 Dearborn Blvd.
Waterloo, Ontario, N2J 4Y6

Application deadline: **March 31, 2007.**

All applications will be reviewed by the SSCA Program and Property Committee members. Selected candidates may expect an interview call from one of the committee members. Successful candidates will be notified.

Community Service Volunteers

The SSCA Day Camp and Property Committees will also looking for enthusiastic youth volunteers for resume experience and fulfillment of their Community Service requirement for the Ontario Secondary School Diploma. Please look for more information regarding these opportunities in the SSCA Spring Newsletter.