

Academy and Camp Coordinator

CONTINUING POSITION COMMENCING ASAP (37.5 HOURS/WEEK)
COMPETITION #22-51

DUTIES AND RESPONSIBILITIES

The Athletics and Recreation Department is seeking a highly skilled and service-oriented individual for the position of Academy and Camp Coordinator. The ideal candidate will be responsible for:

- Programming, planning, and scheduling of all Canes Camp PD days as well as March Break and Summer camps ensuring safety requirements are being adhered to.
- Conducting research to ensure the camps, and Academies being offered are in line with the needs of our clients and reflect established goals.
- Planning and implementing all Academy programs ensuring that all programs follow the development model set in place by Sport Canada.
- Collaborating with provincial, regional, and national sport organizations to develop roles for Holland Hurricanes athletics in the training and development of athletes and teams.
- Developing a system for recruiting campers and athletes using social media, and other marketing tools.
- Collecting all camper and athletes' registrations and maintaining an up-to-date database of registered campers and athletes' contact information.
- Hiring, training, supervising, and evaluating front desk and camp staff.
- Liaising with Sport and Leisure, Early Childhood and Child and Youth Care Worker Faculty to assess students who work at the camps and to create curriculum connections that relate to specific events and initiatives that make a connection between classroom learning and real-life experiences.
- Creating and monitoring camp and academy budgets and expenses.
- Identifying, applying, and managing special projects that positively affect revenue generation, increase capacity, and enhance the athletic and recreation department.
- Ordering food, t-shirts, and apparel, supplies and equipment for camps and academies.
- Act as department liaison for sport(s).
- Other duties as required.

QUALIFICATIONS

- Bachelor of Education and/or Physical Education with a minimum of three years recent related experience is required.
- Strong understanding of the operations of an Athletics & Recreation program, including special event organization.
- Experience working with children, particularly organizing and operating children's day camps and sports academy.
- Knowledge of Holland College programs and services, knowledge of athletics best practices and strategies and prior experience working with elite and post-secondary varsity sports programs.
- Proficiency in Microsoft Outlook, Office Suite, social media, and other computer related programs.
- Ability to schedule and manage staff and the ability to manage multiple priorities with attention to detail.
- Excellent interpersonal, customer service, organizational and communications skills.
- Driver's license and access to reliable vehicle; ability to work evenings and weekends as camp and academy schedule dictates.
- CPR and First Aid certification will be considered assets.

WHY WORK FOR US?

Staff is recognized as being integral to the success of Holland College, our learners, and our community. We are dedicated to staff success, both personally and professionally.

HOW TO APPLY

Please submit your resume, cover letter, and three references by email, quoting the competition number 22-51.

Human Resources

t: 902.629.4226

f: 902.566.9608

careers@hollandcollege.com

Only those selected for an interview will be contacted.

MORE DETAILS

Classification:

Administrative Officer II (as per the Memorandum of Agreement between Holland College and the PEI Union of Public Sector Employees – [Administrative and Support](#).)

DEADLINE:

Applications will be accepted until **June 24th, 2022.**

Proof of credentials or equivalencies from accredited regional or federal post-secondary institutions and/or their foreign equivalents will be required at the time of job offer.

Equal opportunity will be given to applicants of diverse backgrounds, Holland College welcomes applications from individuals with marginalized identities and accommodations are available on request for candidates taking part in all aspects of the selection process. In accordance with Canadian immigration requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. In keeping with the terms and provisions of the College's various employment and collective agreements, priority may be given to internal candidates.