

*Learning Disabilities Association of Alberta  
Calgary Chapter*

**JOB POSTING**

**Position:** Day Camp Coordinator – Application deadline April 16, 2010

**Overview:**

LDAA-CC invites you to be an integral part of this unique program for children with learning disabilities, ADHD and Aspergers. Our goal is to create a rewarding and successful summer for each camper, with an emphasis on enhancing self-esteem and social skills in a fun environment.

**Basic Function:**

Under the guidance of the Camp Director and Program Coordinator the Day Camp Coordinator is responsible for overseeing the health and safety aspects of the summer day camp program. As a senior staff member of Camp Amicus, this position requires a high level of responsibility, maturity and accountability when dealing with co-workers, campers and parents.

**Basic Job Responsibilities:**

- Help in the hiring of the camp staff for that year.
- Plan staff training for in the office.
- Execute and participate in staff training.
- Have weekly staff meetings to check in with the staff.
- Book facilities that he/she is planning to use.
- Book transportation to and from camp and activities.
- Create a binder for the campers at camp.
- Have camper files on cue cards for staff nurse and counsellors.
- Ensure the safety of the staff and campers at all times.
- Effectively communicate with counsellors and programs coordinator.
- Prepare, implement and evaluate camp programs designed to teach and reinforce positive social skills.
- Must give permission to another staff member to act on their behalf during their absences from camp.

**Qualifications:**

- Minimum age of 21 years.
- Currently attending or a graduate of a post secondary institution. A background in a related program such as Education, Special Education, Social Work, Kinesiology or Community Rehabilitation is preferred.
- Good health, vitality, enthusiasm, self-motivated and highly energetic.
- Ability to adapt to new situations, and be flexible with change.
- Some understanding of learning disabilities and/or ADHD.
- Ability to work cooperatively and productively with others.
- First Aid and CPR certification.
- NLS certification an asset.
- Preference will be given to those with previous experience, working with children and youth with learning disabilities or ADHD

*The successful candidate will comply with the completion of a Police Record Check and Child Welfare Information System Check, before commencement of work with the Amicus Programs.*

**Duration of Position:** May-July  
**Wage Range:** To be determined based on experience.  
**Job Application Process:** Send resume and cover letter to Jill Herman. Contact information below.

**Contact Person:** Jill Herman, Camp Director, LDAA-CC  
340 1202 Centre St. SE  
Calgary, AB T2G 5A5  
E-mail: [campamicus@ldaa.net](mailto:campamicus@ldaa.net)  
Telephone: (403)283-6606 ext. 107  
Fax: (403)270-4043