



**ALTITUDEGYM**

## Job Posting

**Job Title:** Assistant Coordinator

**Category:** Seasonal, full time

**Work Schedule:** 30-40 hours per week; Monday to Friday; Daytime (June 28 to Sept. 3)

**Immediate Supervisor:** Camp Coordinator

### Job Description

The Assistant Coordinator assists the day camp Coordinator in planning, organising, supervising, and evaluating day camp activities, including camp staff, as per the goals established by Camp Altitude. He or she contributes to the establishment of a camp life that's stimulating for both campers and staff members. Possibility of working at Gatineau and/or Kanata location.

### Main Tasks

- Ensure campers and parents receive high-quality service;
- Answer information requests and follow up on them;
- Support the Camp Coordinator in planning and organizing activities, evaluating staff and facilitating meetings;
- Support and supervise camp staff;
- Intervene with children displaying a difficult behaviour and their parents;
- Provide first aid when necessary;
- Fulfill any other task linked to the job and/or given by supervisors.

### Qualifications and Skills Necessary

- At least 2 years of day camp experience;
- Is at least 19 years old;
- Possesses all basic climbing knowledge pertinent to the job and a climbing certification;
- Has excellent organisational skills and a proven sense of responsibility;
- Can work under pressure and in a position of authority;
- Is creative, energetic, and a positive leader;
- Patience and thoroughness;
- Can understand and speak English and French (an asset if applying for Altitude Gym - Kanata).

### Assets

- Leadership training (ex. High five, DAFA)
- Valid first aid certification;
- Studies in recreation, teaching, management or other related field;
- Access to a car.

### Benefits

- Free Altitude Gym membership for the duration of the contract;
- Possibility of 5 days off during the summer;
- Free 11-entry card given at the end of the contract.

To apply, send your resume and cover letter by email, indicating the job title and desired work location, at [emploi-job@altitudegym.ca](mailto:emploi-job@altitudegym.ca).