



## NORWOOD SUMMER SPORTS CAMP - HEAD INSTRUCTOR

### **Job Summary: (Must be 18 years or older)**

The Norwood Community Club, nestled in the heart of Norwood Flats, is a multi-use facility, comprising of tennis and basketball courts, soccer fields, and a large air-conditioned hall. We run an 8-week summer children's sports activity camp during July and August, Monday to Friday (hours to be determined) and are currently seeking Head Camp Instructor. We offer competitive wages, a warm, friendly working environment and tennis instruction. This position reports to the General Manager of the Norwood Community Centre.

### **Responsibilities:**

- Plan and organize activities
- Lead instructional sports programs
- Perform administrative tasks to support the program
- Interact with staff, parents and participants to provide program information
- Ensure staff follow the principles of fair play in the planning and delivery of programs
- Take action to deal with any incidents, concerns, problems and emergencies
- Comply with Norwood Community Centre and City Policies and Procedures
- Obtain proper forms for all participants for health, allergies and permission slips when going off site
- Ensure doors and storage rooms /sheds are locked when leaving the assigned area and ensure area is left clean and orderly
- Ensure proper handling and storage of equipment

### **Qualifications**

- Must be 18 years or older.
- Must have Police and Child abuse registry check.
- Must produce current Emergency First Aid Certification (CPR certification would be an asset).
- Must have experience working with children.
- A strong passion for promotion of physical activity and a strong desire to learn and work in a team environment.

Please send resume to [gmnorwoodcc@shaw.ca](mailto:gmnorwoodcc@shaw.ca) by March 31, 2019