**Job Posting – Summer Camp and Special Events Coordinator**

**Job Title: Summer Camp and Special Events Coordinator**

**Application Deadline: April 22, 2018 at 5:00 pm**

***\*\*Please Note: Position is dependent upon external funding, yet to be received by the Kawartha-Haliburton Children’s Foundation \*\****

**Potential Start Date**: April 30, 2018 (flexible)

**Potential End Date:**August 17, 2018 (flexible)

**Location**: Peterborough, ON

**Duration**: 8 weeks min, up to 16 weeks maximum

**Rate of Pay**: $14.00 - $15.00 per hour

**Number of Positions**: 1

**Applicants must have been full-time secondary or post-secondary students in the 2017-2018 academic year, under 30 years of age, and be returning to a post-secondary school full-time in September 2018, as per the requirements of the Government of Canada’s Canada Summer Jobs Program.**

The ***Kawartha-Haliburton Children’s Foundation (KHCF)*** is dedicated to improving the quality of life for children receiving services from the Kawartha-Haliburton Children's Aid Society. Where the KHCAS receives Ministry funding to provide the necessities like food, clothing and shelter, our foundation is funded 100% through the generosity of our donors, and offers those important enrichment opportunities such as summer camp, post-secondary bursaries, and after school program funding.

The **Summer Camp and Special Events Coordinator** will assist in the KHCF in registering approximately 215 – 240 children at various camps this summer. They will also be responsible for supporting the Foundation’s Executive Director with special events. Tasks will include coordinating and tracking all camp activities, writing social media and web articles, event planning and more. The work will be primarily 9 – 5 Monday – Friday office-based, but there may be special event activities outside of normal office hours. Excellent communication, literacy and organizational skills are required.

**Key Responsibilities:**

* Works directly with both KHCAS and Foundation staff, the Coordinator as the liaison between KHCAS social workers and the various camps where registrations take place
* Processes all applications from each child’s social worker, ensuring the completeness of the forms, and forwards the applications to the applicable camps
* Maintains an accurate record of the cost of all registrations to ensure the cost of summer camp stays within the Foundation’s budget as well as ensures that invoices are accurate before forwarding them to the Foundation’s Office Manager for payment.
* Assists the Executive Director in special event management including tracking live and silent auction donations, tracking sponsorship donations, creating silent auction displays and bid sheets, and assisting Foundation staff at all special fundraising events
* Working with the Executive Director, creates and maintains all forms of social media including Facebook and Twitter posts and event calendaring
* Ensures the Kawartha-Haliburton Children’s Foundation website is monitored and updated on a regular basis
* Performs other duties and activities as assigned.

**Education and Qualifications:**

* Registered as a full-time student in post-secondary education for the 2017-2018 academic school year, and enrolment in post-secondary education for the Fall of 2018;
* Between the ages of 15 and 30 at the beginning of employment;
* Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* ; and
* Legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

**Required Skills and Experience:**

* Advanced literacy and ability to write using clear language
* Knowledge of computer design and layout, and word processing software
* Strong computer filing and management skills
* Excellent communication and interpersonal skills, ability to use diplomacy and tact
* Good organizational, multi-tasking and time management skills
* Ability to take direction, work well within a team and manage independent assignments
* Familiarity with using social media (Facebook and Twitter)

**Other Requirements:**

* Valid police reference check; and
* Willingness to sign KHCAS and KHCF Confidentiality forms

**Assets:**

* Experience with special events
* Experience with social media and web page updates
* Experience in an office environment

Please submit your résumé and cover letter to:

**Attention: Executive Director**

Kawartha Haliburton Children’s Foundation

1100 Chemong Road

Peterborough, Ontario K9H 7S2

E-mail: daben(at)k-hchildrensfoundation.com

**The deadline for applications is April 20, 2018 at 5:00 pm.**

Only candidates chosen for an interview will be contacted.

*The Kawartha-Haliburton Children’s Foundation is an equal opportunity and accessible employer.*