



GOVERNMENT OF BERMUDA

Department of Youth, Sport & Recreation

Coordinator - Sports/Art/Dance

Responsible to: Senior Supervisor

Supervises: Specialists

Position Summary: Responsible for planning, organizing, teaching and supervising a specific program or activity, and for overseeing a small group of specialists in either dance, art or sports.

Requirements:

1. Qualification in a human related field or specialty.
2. Knowledge of basic program planning and leadership in coordinating and organizing specialized activities for children, with a minimum of five years' experience as an instructor.
3. Possession of the necessary certification for teaching of art/ dance/sports activities.
4. CPR and First Aid Certification
5. Security Vetting

Duties and Responsibilities:

1. Plans and organizes a detailed art, dance or sports program outline.
2. Leads, teaches and supervises specialists.
3. Submits request of supplies as needed prior to the start of camp by the required deadline to the Summer Day Camp Coordinator.
4. Coordinates and implements a workshop for all specialists employed in the Summer Day Camp program.
5. Attends monthly administrative staff meetings as required.
6. Attends training seminars as required.
7. Provides Summer Day Camp Sr. Supervisor and Supervisors with feedback on the progress of the program along with recommendations for the future.
8. Demonstrates the proper utilization of supplies and ensures that all supplies are properly maintained and are safe for use.



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9. Communicates any concerns to the Summer Day Camp Coordinator.
10. Coordinates and implements with the SDC Specialist specific projects for each Summer Day Camp.
 - a. **Dance:** Oversees and assists Dance Specialists with the instruction, explanation and demonstrates techniques and methods of dance with music or rhythmic accompaniment to students of all ages. Oversees the coordination of a dance for the campers that adheres to the camp theme for the year.
 - b. **Art:** Oversees and assists Art Specialists with arts and crafts activities that make use of the different art mediums, natural environment and art resources efficiently. Oversees the delivery artwork that adheres to the camp theme for the year and displays items.
 - c. **Sports:** Oversees and assists Sports Specialists with the delivery of progressive sports activities using various mediums to students of all ages. Ensures that the campers participate in sports activities such as Mini-Cup Match, Six Aside Football Tournament and Fun Days etc.
11. Assumes other responsibilities assigned by the Summer Day Camp Coordinator.
12. Prepares and submits a report including inventory at the conclusion of the Summer Day Camp Program.