

JOB DESCRIPTION

DAY CAMP COUNSELLOR

REPORTS TO:

Summer Program Coordinator
Manager of Parks, Recreation and Facilities (indirectly)

SUMMARY OF FUNCTION:

Co-ordinate and instruct activities, sports and crafts for children ages 5 to 12.

TASKS:

1. Coordinate and deliver daily activities and programs for children between the ages of 5 and 12.
2. Responsible for ensuring all activities and programs are age-appropriate.
3. Responsible for the inventory and organization of supplies.
4. Responsible for supervision of day camp volunteers (CITs).
5. Responsible for the supervision and safety of the participants at all times.
6. Responsible for maintaining the security of the facility and program equipment.
7. Responsible for writing an end of term report with recommendations from the participants/parents.
8. Responsible for writing evaluations on volunteers.
9. Responsible for ensuring the safety of participants ages 5 to 12 during day trips to other facilities.
10. Perform other duties as required.

SKILL:

- Wide knowledge of games, sports and crafts required.
- Experience in childcare and/or day camp required.
- Strong leadership ability combined with excellent interpersonal, organizational and communications skills.
- First Aid and CPR an asset.
- Must complete an annual Vulnerable Sector Screening Check.
- Must be a competent person as defined by the Occupational Health & Safety Act.

EFFORT:

- This is a seasonal, full-time position.
- Workweek - 42 hours per week (July & August).
- Job will involve mild exertion, i.e. indoor and outdoor sports and activities.
- Job requires attention to detail and concentration.
- Some pressure related to working with a large group of children.

WORKING CONDITIONS:

- Working environment contains the usual risks or discomforts; special safety precautions with respect to handling children are required.

Revised: January 7, 2016