

<b>Job title</b>	<i>Activity Camp Leader (ACL); JR Camp/SR Camp</i>
<b>Regular Working Hours</b>	<i>Monday – Friday 8:30am-4:30pm; 40hrs/wk</i>
<b>Reports to</b>	<i>Recreation Director</i>
<b>Employment Dates:</b>	<i>June 20<sup>th</sup> – August 24<sup>th</sup>, 2019</i>
<b>Rate of Pay:</b>	<i>Minimum wage + based on experience</i>

### **Job purpose**

The Activity Camp Leader (ACL) will be responsible for implementing and supervising the 8 week summer Activity Camp for children ages P-6 from July - August from 9:00am-4:00pm. They will work with fellow Activity Camp Leaders to assist in designing and implementing appropriate programming for Activity Camp. They will also be responsible for the general safety and skill achievement of the participants in the Activity Camp. The ACL will also be required to assist the Recreation Director and other summer staff on an “as needed” basis for special events, maintenance, and community programming.

### **Duties and responsibilities**

- Supervise camp participants and participate in camp on a daily basis
- Lead inclusive games, activities, songs, crafts, drama, or other planned activities with children
- Assist in preparation and provide high quality and inclusive programming to camp participants
- Communicate with program manager regarding behavioral concerns or relevant feedback
- Ensure safety of participants by enforcing safety rules, inspecting equipment and materials before start of each camp day
- Run through an Emergency Action Plan at each site of Activity Camp at the direction of recreation director
- Assist Recreation Director and other summer staff at Canada Day, Movie Night(s) and other community events
- Assist with maintenance of outdoor recreation facilities and playing fields, including but not limited to mowing, maintaining baseball diamond, garbage removal, and outdoor washroom facilities
- Submit end of term report to recreation director detailing skills learned/developed, experiences gained, and areas of consideration for future activity camp(s)

### **Qualifications**

Qualifications include:

- Previous day camp leadership experience an asset
- Energetic, self-motivated, and people oriented; ability to lead by example and provide mentorship to leaders in training and camp participants

### **Requirements**

- Must be a youth between the ages of 15-30; academic considerations may be in effect for this job to meet certain grant requirements
- First aid/CPR certification\*
- Criminal Record check and Vulnerable Sector check

\*training will be provided in the instance that successful candidate does not currently hold certification

### **Working conditions**

Activity Camp Leader will be required to work on Canada Day and occasional evening(s)/weekend(s) if events fall outside regular Monday-Friday working hours. Working hours will vary on a weekly basis to accommodate activity camp scheduling; camp shifts will be 7:30am-4:00pm OR 9:00am-5:00pm.