

The Corporation of the Town of Lakeshore

Job Description

Position: Summer Camp Program Leader

Salary: \$14.47/hr (2017 rate)

Work Term: July 3, 2017 to September 3, 2017

Reports to: Recreation and Events Coordinator

Purpose of Position:

Reporting to the Recreation and Events Coordinator the Summer Camp Program Leader position is responsible for providing a fun, safe, meaningful and educational program for children 4 to 10 years of age.

Qualifications:

- Student at least 16 years of age as of May 1, 2017
- Resident of Lakeshore
- Must be available to work the entire term. Vacation requests will not be considered during this eight week period.
- Must enjoy working with children.
- Well-developed social skills and leadership skills.
- Previous experience in a recreation/social/camp environment required.
- High Five Quality at Play Standards (Course PHCD-100) is required prior to start of employment
- Standard First Aid/CPR Level C is required prior to start of employment
- Must be a team player

Knowledge:

- Knowledge of implementing and creating fun, imaginative and safe activities

Physical Skill and Effort

- No special physical skills required.

Major Responsibilities:

- Provide direct supervision and care to children ages 4 years and up.
- Implement the program curriculum as assigned.
- Assist in creating a safe environment that sustains healthy child development through the HIGH FIVE Quality at Play Standards which includes active play, participation and interaction while being a caring and nurturing role model.
- Lead creative, fun, interactive, unique and diverse program activities that children enjoy and feel welcomed in.

- Promote and engage in physical activity, healthy choices, imaginative play and skill building opportunities as mandated in the weekly themed curriculum.
- Communicate and make recommendations as needed.
- Maintain safety standard practices as a high priority at all times.
- Be an active team member while maintaining a healthy, fun and safe environment for staff and children.
- Provide information and liaise with parents as necessary.
- Other duties as assigned.

Decision Making and Judgement:

- Work is performed under the general direction of the Recreation and Events Coordinator and the Recreation Program Coordinator with access to municipal policies, procedures, bylaws and regulations.

Human Resources:

This position is responsible for the supervision of children ages 4 to 10.

Financial Management:

This position does not have any financial responsibilities.

Interpersonal Skills:

Interpersonal skill to liaise with the parents, children and fellow staff members in a friendly and co-operative manner.

Internal:

- With Recreation and Events Coordinator to ensure work responsibilities are met.
- With Recreation Program Coordinator to ensure activities align with curriculum.
- With other staff to ensure provision of timely information and services.

External

- With parents on a daily basis to provide information on their child.

Working Conditions:

Environment

- Primarily works at the Atlas Tube Centre.
- Children’s activities may be both indoors and outdoors.

Control over Work Schedule

- Monday through Friday, 8:30 am to 4:30 pm (35 hrs/wk)

Revision Log

Date	Change	Author	Re-evaluated
Dec 7/16	New format and general description changes	HR	