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**POSITION TITLE:** Day Camp Assistant

**Location:** Grenfell Community Hall

**REPORTS TO:** Director of Recreation and Culture (Director)

**POSITION SUMMARY:** This seasonal is primarily responsible for the safe, effective and efficient delivery of camp programming and Day Camp supervision, in close cooperation with the Day Camp Leader. The safety of the participants and cleanliness of the facility is a top priority at all times.

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**Primary Duties:**

1. Daily program preparation and supervision of children.
2. Conduct themselves in a respectful way appropriate for the care and enrichment of the Day Camp children.
3. Maintain attendance records to approved standards.
4. Ensure cleanliness of the GRP facility including the washrooms, kitchen, lobby, and entrances to acceptable standards.
5. Communicate and enforce all Day Camp rules in a personable and professional manner.
6. Perform other duties as assigned.

**SPECIFICATIONS:**

**Minimum Skills, Experience & Qualifications**

- Ability to effectively communicate with the public; primarily children ages 5-11 years old.
- A current Standard First Aid certificate, CPR C/AED is an asset.
- HIGH FIVE training an asset.
- WHIMIS training an asset.
- Clean criminal record including Vulnerable Sector, for those applicants of age.
- Must be at least 14 years old & obtain a Certificate of Completion from the Young Workers Readiness Certificate Course (YWRCC) if 15 years old and under.

**Accountability**

- The position reports directly to the Day Camp Leader, and then to the Director of Recreation and Culture; however will also take direction from the Chief Administrative Officer when required.
- The incumbent will be required to exchange information, participate in discussion and generate understanding with members of the general public on a regular basis. Tact and discretion are required to deal with or settle requests, complaints or clarification of information.
- The incumbent will be responsible to bring up to the Director in the case of immediate ongoing concern at the next opportunity, any observed issues, situations or circumstances that are of a real or potential safety concern.
- Limitations to authority include out-of-policy interpretation, participant suspensions, and other matters that may result in significant loss of resources or cause shame to the Town.

**Unique Position Requirements**

- Position is seasonal with anticipated hours of work to be August 2021.
- Working conditions are indoors and outdoors.
- Shifts will be scheduled a minimum of one week in advance. Staff will be notified via email and/or text message.
- Incumbent will become a member of the CUPE bargaining unit after 30 days of employment and will have the option to enroll in the MEPP pension plan.

**Computer software and equipment use:**

The incumbent will be expected search and retrieve program resources from the Internet.

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Incumbent

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Chief Administrative Officer

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Date