



POSITION TITLE: Day Camp Leader

Location: Grenfell Recreational Park (GRP) Facility and Grounds

REPORTS TO: Director of Recreation and Culture (Director)

POSITION SUMMARY: This seasonal is primarily responsible for the supervision, safety and well-being of campers attending the Town of Grenfell Summer Day Camp. You will be expected to provide a high level of safety and fun for children ages five to eleven years old through the duration of the day camp period.

Primary Duties:

1. To assist the Director in:
 - a. Coordinating shift changes or coverages
 - b. Planning Day Camp programming schedule and activities for the season.
2. Plan, prepare and implement age-appropriate camp programs and activities.
3. Assist with the preparation and delivery of nutritious snack.
4. Supervision of Day Camp assistants and children in the Day Camp program.
5. Act immediately and appropriately to secure safety of children in the event of emergency.
6. Provide emergency care and treatment as required until the arrival of emergency medical services within standard practices and policies.
7. Ensure attendance records and registration information is maintained accurately and stored in a place easily accessible to staff in the case of an emergency.
8. Ensure the camp program areas, entrances, and storage areas are kept clean, safe and organized.
9. Ensure final clean-up is completed each day after the campers have gone home.
10. Ensure staff complete timesheets at the end of each shift.
11. Ensure camp supplies are organized and inventoried each day; additional supplies must be requested from the Director.
12. Maintain a safe, Fun, and engaging camp atmosphere.
13. Ensure positive role modelling is being displayed for all children and youth.
14. Conduct themselves in a respectful way appropriate for the care and enrichment of the Day Camp children.
15. Ensure any incidents and/or issues that have occurred or affect the safe or effective operation of the Day Camp are brought to the Director's attention immediately.
16. Perform other duties as assigned.

SPECIFICATIONS:**Minimum Skills, Experience & Qualifications**

- Ability to engage, care for, and respectfully communicate with children ages 5-11 years old.
- Applicants must provide a Criminal Record Check, including the Vulnerable Sector.
- Commitment to be punctual and enthusiastic in carrying-out the camp routines.
- Ability to work independently and exercise initiative.
- Ability to take charge and motivate others.
- Responsibility, reliability and commitment to the rule.
- A current Standard First Aid certificate, CPR C/AED is an asset.
- Must be at least 18 years old.

Accountability

- The position reports directly to the Director of Recreation and Culture; however will also take direction from the Superintendent of Public Works and 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, patron 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 mainly outdoors in summer weather conditions.
- May require working with difficult clients.
- Physical ability to provide active care, programming and supervision of campers for the duration of the day camp period.
- GRP staff shall work flexible hours of work which includes evenings, weekends, and Statutory Holidays, and may exceed eight (8) hours per day or forty (40) hours per calendar week but shall not exceed the total number of working hours in any given month based on eight (8) hours per day without receiving overtime.
- Shifts will be scheduled a minimum of two weeks in advance.
- 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.

Incumbent

Chief Administrative Officer

Date