



TOWN OF GRENFELL
VACANCY
DAY CAMP SUPERVISOR

The Town of Grenfell is seeking an outgoing, organized, creative individual with experience working with children to fill the position of Day Camp Supervisor. This position primarily involves coordinating the summer Day Camp program and supervising the Day Camp Assistant positions. This temporary position is required from August 11, 2017 and will end on or before August 31, 2017.

EXAMPLES OF WORK PERFORMED:

1. Plan and develop fun, creative, and engaging weekly activities for children enrolled in our two weekly day camps;
2. Supervise all activities of the Summer Day Camp program, reporting directly to the Chief Administrative Officer;
3. Assist in the training of Day Camp Assistants;
4. Supervise and evaluate Day Camp Assistants;
5. Provide ongoing evaluation of the Day Camp program;
6. Work with the Chief Administrative Officer to provide ongoing publicity for the program.

MINIMUM TRAINING AND EXPERIENCE:

1. Has or will reach the age of majority in Saskatchewan as of August 1, 2017;
2. Post-secondary training in Recreation, Education, or a related field an asset;
3. Valid Class 5 Driver's license and/or reliable transportation to the Grenfell Recreation Park;
4. First Aid training;
5. Experience working with children;
6. Previous supervisory skills;
7. Must be available between 8:30am-4:30pm weekdays from August 11 – 25, 2017 inclusive.

The successful applicant will be required to submit a recent criminal record check including vulnerable sector prior to commencing employment (please plan appropriately as local detachments may require additional processing time.)

This is a temporary Union position (CUPE Local 5340) with a 40-hour work week.

REMUNERATION:

\$15.00/hr

Resumes will be received no later than 4:30 p.m., Thursday, August 3, 2017. Forward applications to:

Victoria MacDonald, CAO
Box 1120, Grenfell, SK. S0G 2B0
Fax (306)697-2484 or e-mail to cao.grenfell@sasktel.net

The Town of Grenfell thanks all applicants for their interest, however only those being considered for an interview will be contacted.