



---

**POSITION TITLE:** Day Camp Leader

**Location:** Grenfell Recreational Park (GRP) Facility and Grounds

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

**POSITION SUMMARY:** This part-time, seasonal position (a member of the CUPE Union Local 5340 after 30 days of employment) is primarily responsible for the safe, effective and efficient delivery of pool related programming and Day Camp supervision and in close cooperation with the GRP Lifeguards. The safety of the patrons and cleanliness of the facility and grounds is a top priority at all times and prompt, courteous service while on shift is expected.

---

**Primary Duties:**

1. To assist the Director in:
  - a. Coordinating any shift changes and distribute the staff schedule.
  - b. Planning Day Camp programming schedule and activities for the season.
2. Daily program preparation.
3. Supervision of Day Camp assistants and children in the Day Camp program.
4. Acts immediately and appropriately to secure safety of children in the event of emergency.
5. Provides emergency care and treatment as required until the arrival of emergency medical services within standard practices and policies.
6. Maintaining attendance records, registration information, and fee collection to approved standards.
7. Control admissions to the Day Camp to adhere to adult to child ratios as per Saskatchewan Childcare standards.
8. Ensure cleanliness of the GRP facility and grounds including the washrooms, concession, lobby, and entrances to acceptable standards.
9. Communicate and enforce all GRP regulations and rules in a personable and professional manner.
10. Conduct themselves in a respectful way appropriate for the care and enrichment of the Day Camp children.
11. Ensure any incidents and/or issues that have occurred or affect the effective or safe operation of the Day Camp are brought to the Director's attention immediately.
12. Perform other duties as assigned.

**SPECIFICATIONS:**

**Minimum Skills, Experience & Qualifications**

- Ability to effectively communicate with the public; mainly children ages 5-12 years old.
- A current Standard First Aid certificate, CPR C/AED is an asset.
- HIGH FIVE training an asset.
- WHIMIS training an asset.
- Must be familiar with working in a computerized environment utilizing Microsoft Office, and a willingness to be trained in BookingBug, Square, or other programs used by the employer.
- 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 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 some embarrassment to the Town.

**Unique Position Requirements**

- Position is seasonal with anticipated hours of work to be July 2<sup>nd</sup> – July 6<sup>th</sup> and August 13<sup>th</sup> – August 24<sup>th</sup> (Weekdays only) from 8:30am – 4:30pm; with an additional two or three days in mid-June for prep-work.
- Working conditions are mainly outdoors in late spring and summer weather conditions.
- 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 and will revolve around school schedules.
- Incumbent will become a member of the CUPE bargaining unit after 30 days of employment and will have the option to enrol in the MEPP pension plan.
- May be required to assist with daily bank deposits.

**Computer software and equipment use:**

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

---

Incumbent

---

Chief Administrative Officer

---

Date