

**TOWN OF MINTO
JOB DESCRIPTION STANDARD FORMAT**

Position Title:	Adventure Camp Site Leader
Department:	Recreation
Report to Title:	Adventure Camp Supervisor
Revision Date:	January 2018

Position Details:

Position Status:	Part Time
Normal Work Period:	Late June – Late August
Normal Workweek:	30-40 hours (weekdays)*
Normal Workday:	Days (8:00am – 5:00pm)*
Pay Method:	Hourly (direct deposit, bi-weekly)

*Based upon the number of camp registrations

Scope of Position:

To carry out the Adventure Camp program in Palmerston, Harriston and/or Clifford

Primary Responsibilities:

- a) Ensure the safe and efficient operation of the Adventure Camp program
- b) Ensure the Adventure Camp program is run in a professional manner
- c) Health and Safety

Specific Responsibilities:

A- Ensure the Safe and Efficient Operation of the Adventure Camp Program

1. Meet with Adventure Camp Supervisor in June to review and provide comment regarding daily program plans
2. Provide guidance and direction to Adventure Camp Staff
3. Weekly grocery shopping (Mondays, 8am-9am)
4. Execute daily program plans for each day of camp
5. Attend special events for the season as required
 - i) 2-3 Bus Trips
 - ii) Local trips of interest (i.e. Library, Theatre)
6. Complete daily and weekly forms and required paperwork
7. Maintain good communication with parents of camp registrants
8. Ensure the safety of camp registrants at all times
9. Practice and memorize all safety and rescue procedures
10. Respond to emergency situations as required (i.e. first aid treatment)
11. Ensure required supplies are on site
12. Mentor Leader in Training (LIT volunteers) when on site

B-Ensure the Adventure Camp Facility is Run in a Professional Manner

1. Ensure Town of Minto's Adventure Camp Policy Manual is being adhered to at all times
2. Perform administrative duties such incident reports, pay sheets, program evaluations
3. Market and promote Adventure Camp programs (i.e. school visits)
4. Work with Adventure Camp Supervisor to ensure timely collection of payments
5. Maintain a clean and neat program site (indoors & outdoors)
6. Perform daily clean-up duties at Adventure Camp program locations
7. Wear proper Town of Minto uniforms while on duty
8. Report to work 15 minutes before the start of your scheduled shift
9. Be a positive representative of the Town of Minto at all times

Other duties as assigned by the Adventure Camp Supervisor & Facilities and Recreation Assistant

Qualifications:

1. Minimum of 15 years of age
2. Current Emergency First Aid & CPR B or C

Key Skills:

1. Excellent oral and written communication skills
2. Ability to work in a team environment
3. Previous day camp or child supervision experience
4. Customer service oriented

C-Health and Safety:

1. Work and act in a way that will not cause personal injury or harm to anyone else
2. Ensure staff work in a way that will not cause personal injury or harm to anyone else
3. Complete the Town of Minto's Health and Safety training for new and young workers including but not limited to safety awareness training, work refusal and WHMIS
4. Familiarization with all contents of the Health and Safety Bulletin Board
5. Participate in ongoing staff training sessions
6. Ensures work site is maintained in a clean and safe manner