

**TOWN OF MINTO
JOB DESCRIPTION STANDARD FORMAT**

Position Title:	Day Camp Site Leader
Department:	Recreation
Report to Title:	Children's Programs Coordinator
Revision Date:	January 2019

Position Details:

Position Status:	Part Time
Normal Work Period:	Late June – Late August
Normal Workweek:	30-40 hours (weekdays)*
Normal Workday:	Days (7:30am – 5:00pm)*
Pay Method:	Hourly (direct deposit, bi-weekly)

*Based upon the number of camp registrations

Scope of Position:

To carry out the Day 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 Day Camp Program

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

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

1. Ensure Town of Minto's Day 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 Day Camp programs (i.e. school visits)
4. Maintain a clean and neat program site (indoors & outdoors)
5. Perform daily clean-up duties at Day Camp program locations
6. Wear proper Town of Minto uniforms while on duty
7. Report to work 15 minutes before the start of your scheduled shift
8. Be a positive representative of the Town of Minto at all times

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

Other duties as assigned by the Children's Programs Coordinator

Qualifications*:

1. Minimum of 15 years of age
2. Current Emergency First Aid & CPR B
3. High 5 Principals of Healthy Childhood Development
4. Camps on TRACKS

* Willingness to obtain certain qualifications an asset

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