

**TOWN OF MINTO  
JOB DESCRIPTION STANDARD FORMAT**

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

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**Position Details:**

Position Status:	Part Time
Normal Work Period:	Early July – Late August
Normal Workweek:	25-40 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 work with and under the guidance and direction of the Day Camp Site Leader in carrying out the Day Camp program in Palmerston, Harriston and/or Clifford

**Primary Responsibilities:**

- a) Ensure the safe and efficient operation of the Day Camp program
- b) Ensure the Day Camp program is run in a professional manner

**Specific Responsibilities:**

**A- Ensure the Safe and Efficient Operation of the Day Camp Program**

1. Execute daily program plans for each day of camp
2. Attend special events for the season as required
  - i) 2-3 Bus Trips
  - ii) Local trips of interest (i.e. Library, Theatre)
3. Complete daily and weekly forms and required paperwork
4. Maintain good communication with parents of camp registrants
5. Ensure the safety of camp registrants at all times
6. Practice and memorize all safety and rescue procedures
7. Respond to emergency situations as required (i.e. first aid treatment)
8. Ensure required supplies are on site
9. 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. Maintain a clean and neat program site (indoors & outdoors)
3. Perform daily clean-up duties at Day Camp program locations
4. Wear proper Town of Minto uniforms while on duty
5. Report to work 15 minutes before the start of your scheduled shift
6. Be a positive representative of the Town of Minto at all times

Other duties as assigned by the Day Camp Site Leader & Children's Program Coordinator

**Qualifications\*:**

1. Minimum of 14 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