



JOB DESCRIPTION

Identification

Department: Recreation

Position: Day Camp Leader

Supervisor: Program Coordinator

Hours of Work: 40 hrs/wk. Normal Hours of work are from Monday to Friday, 8:30 am to 4:30 pm, or as required.

Scope: Under the direct supervision of the Program Coordinator, the Day Camp Leader will be responsible for the fun and safe delivery of the Day Camp program to all participants.

Desired Qualities/Qualifications: Previous experience working with children is a must. Previous experience working in a youth recreation setting is desired. A team player, who is willing to work with others, including other staff members, parents/guardians and the general public. First/Aid CPR level C is desired, or a willingness to obtain.

Duties:

Responsibilities include, but are not limited to the following:

- Provide adequate supervision of participants at all times
- Organize activities (games, crafts, etc.) on a daily basis.
- Maintain excellent customer relations with parents, children, special guests, etc
- Ensure the program is safe and enjoyable for all participants.
- Ensure the work area is kept clean and tidy and report any maintenance issues immediately to the Program Coordinator.
- Interact with the participants during scheduled activities
- Maintain appropriate behavior at all times while on duty
- Follow safety guidelines and procedures
- Work as a team with other staff during program and special events
- to report all problems, concerns, criticisms, and compliments to the Director of Recreation
- To assist with community and active start sport programming as needed.

The Day Camp Leader will be responsible to perform all duties as listed and other duties as requested by the Director of Recreation or Active Living Coordinator.