



## **JOB DESCRIPTION**

	<p><b>EMPLOYEE GROUP: Non Union</b></p> <p><b>Hours worked per week: up to 35</b></p>
<p><b>Position: Camp Lead</b></p> <p><b>Grade: Student 2</b></p> <p><b>Wage Rate: \$15.40 / hour (January 2020)</b></p>	<p><b>Department / Division: Community &amp; Development Services / Community Development &amp; Partnerships</b></p>

### **PURPOSE OF POSITION:**

Reporting to the Supervisor, Community Programs & Events, and under the direction of the Community Recreation Programmer, the incumbent will:

- Be responsible for the care, supervision, safety and well-being of campers participating in County day camps, while ensuring that each camper has positive experiences while at camp;
- Act as Team Lead on site at assigned location, interacting with participants, caregivers and program staff, to ensure successful delivery of program. Act as an intermediary between the camp staff and the Program Coordinator, Summer Programs, reporting issues that arise during the day to day operation of the camps and work with the Program Coordinator to resolve them (within defined parameters);
- Provide guidance to assigned Camp Counsellors, ensuring that all County policies and procedures are followed; and,
- Serve as a role model for staff and program participants.

### **EDUCATION & EXPERIENCE**

- Must be enrolled in Community College or University and returning to school in September on a full-time basis
- Previous experience planning, leading and working with children and adults
- Previous experience working as part of a team providing guidance to co-workers
- Certifications required coming into the position:
  - Current Standard First Aid / CPR C
  - High Five Principles of Health Childhood Development (PHCD)
  - Lifesaving Society SafeGuard

Or equivalent to the above.

NOTE: Employees are responsible for ensuring all certifications are current. Copies of current certificates are to be provided to Community Recreation Programmer at start of employment period.

### **KNOWLEDGE & SKILLS REQUIRED:**

- Demonstrated interest in working with children  
Proven interpersonal skills
- Proven ability to follow direction and to provide direction to a group of peers
- Must be resourceful, with knowledge of crafts, sports, music, games and other skills necessary in developing an interesting program, as well as be self-motivated and capable of working effectively with minimal supervision.

- Access to reliable transportation to and from work

**Computer Expertise:**

Knowledge of the Corporate Standard Software (Word, Excel, Outlook).

**Accountabilities / Tasks**

**Include, but are not limited to, the following:**

- Creation of weekly and daily plans. Lead the delivery of activities that are consistent with the camp descriptions and / or themes
- Foster healthy child development by celebrating the diversity and uniqueness of each child through play, skill development, friends and participation while being a caring adult
- Communicate daily with Camp Staff and the Program Coordinator, Summer Programs to discuss program concerns and behavioural issues. Assist in the development of an action plan to ensure these are dealt with in a timely manner
- Using a polite, courteous and professional approach, communicate and interact with parents / caregivers on a daily basis to ensure they are aware of their children's accomplishments and situations or concerns that may have arisen during the program. Ensure they are informed of any upcoming events and any special equipment that may be needed
- Responsible for reporting to work as scheduled. All schedule change requests must be approved in advance
- Arrive promptly for all scheduled activities
- Attend and participate in all mandatory staff training sessions
- Maintain supervision levels to ensure that the program participants are monitored at all times and staff to child ratios are maintained
- Ensure a safe environment exists for all participants utilizing the programs. Conduct safety checks on sites and equipment
- Administer first aid as required
- Guide assigned participants through daily routines
- Participate actively in games, songs, crafts and activities with campers and fellow staff
- Ensure camp rules are followed
- Collect, document and dispense the necessary medication that campers must take during camp hours
- Oversee and assist with set up and clean up of the camp location, ensuring the cleanliness of the equipment and facility (meeting space/washrooms / outdoor space)
- Assist with program volunteers, enriching and developing their leadership skills through positive role modeling, program planning and involvement; provide regular feed back and complete the volunteer feedback cards
- Ensure that all required payroll information is completed accurately and submitted on time
- Ensure that all records including attendance, injuries, incidents and reports are kept and maintained throughout the summer and that these are completed professionally and correctly. Report any supply or equipment needs to Program Coordinator, Summer Programs

**All Haldimand County employees are expected to:**

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

- a current (within the past 6 months) Police Check  Yes, if 18 years of age or older (OPP LE220E or equivalent)

**AN EQUAL OPPORTUNITY EMPLOYER**

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

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