

# JOIN OUR TEAM!



## THE ROLE

### Recreation Camp Lead

This is a **temporary full-time** position at the County. The hourly compensation for this role is **\$18.205**.

## THE OPPORTUNITY

We are seeking a highly-responsible and engaged Recreation Camp Lead to join our team, to play a pivotal role in overseeing the care, supervision and safety of participants and ensuring every individual has a memorable and positive experience at camp.

You will serve as an intermediary between camp staff, parents, participants and higher-level supervisors, reporting and resolving on-site daily issues, within your scope. You will offer guidance and serve as a positive role model for all counsellors, volunteers and program participants, ensuring adherence to County policies and procedures.

If you are interested, please apply today to become an essential part of the Haldimand County team!

## THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Uniform Allowance
- Wellness Programs
- Safe & Friendly Work Culture
- Emotional & Team-Building Supports
- Career Growth
- Networking Opportunities

- Enrolled in high school or post-secondary.
- First Aid & PHCD Certifications.
- Some prior experience, preferably with children & programming, required.
- Interpersonal Communication
- Collaborative Skills
- Emotional Intelligence

## THE COUNTY

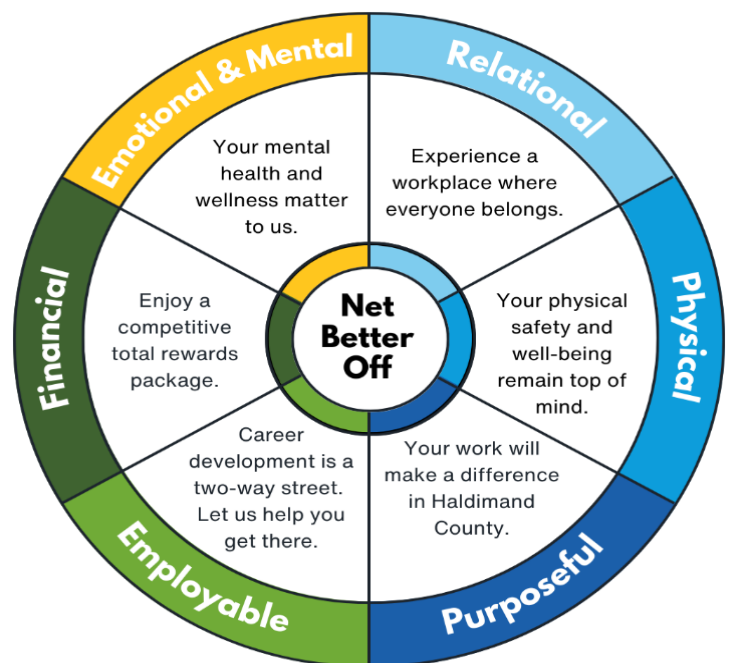
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our County stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding opportunity where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **January 31, 2024 at 4:30 p.m.** Visit our Careers page for more opportunities.



## JOB DESCRIPTION

### Recreation Camp Lead, Community Development & Partnerships

<b>POSTING PERIOD:</b> December 15, 2023 – January 31, 2024	<b>Employer Group:</b> Non- Union  <b>Reporting To:</b> <ul style="list-style-type: none"> <li>• Supervisor, Community Programs &amp; Events</li> <li>• Community Recreation Programmer</li> </ul>
<b>Grade:</b> Student 2  <b>Wage Range Per Hour:</b> \$18.205/ per hour (October 2023)	<b>Position Status:</b> Temporary Full-Time  <b>Hours Worked Per Week:</b> Up to 40hrs  <b>Location:</b> All Camp Locations

### CORE COMPETENCIES:

Interpersonal Communication | Collaborative Skills | Emotional Intelligence | Diversity & Cultural Intelligence

### POSITION SUMMARY:

Responsible for the care, supervision, safety and well-being of participants in County day camp programs , ensuring that every participant has a positive experience while in a program. The incumbent will act as on-site Team Lead at their assigned location, interacting with participants, caregivers and program staff to ensure successful delivery of the program. This position acts as an intermediary between the camp staff, parents and participants and the Camp Coordinator, Recreation Programs or appropriate Supervisor. This position is responsible for reporting issues that arise during the day-to-day operation of camps/programs and working with the Supervisor to problem-solve and/or resolve issues. Lastly, they will provide guidance, serving as a role model for Camp Counsellors, Inclusion Counsellors, volunteers and program participants, ensuring that all County policies and procedures are followed.

### QUALIFICATIONS, KNOWLEDGE & SKILLS:

#### Education

- Must be enrolled in secondary school (at least 15yearsold), community college or university, and returning to school in September on a full-time basis.
- Plus have the following current certifications:
  - Current Standard First Aid,
  - High Five: Principles of Healthy Childhood Development (PHCD)
  - Lifesaving Society Safeguard.

#### Experience

- Some prior work or volunteer experience required.
- Special consideration will be given to applicants with:
  - Previous experience planning, leading and working with children, youth and adults.
  - Experience working as part of a team, offering leadership and mentoring to co-workers.

#### Knowledge/Skills

- Demonstrated interest working with children.
- 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.
- Excellent verbal and written communication skills with the ability to give, obtain, seek clarification and/or

exchange routine information.

- Demonstrated initiative and ability to make decisions involving routine tasks, within established procedures.
- Demonstrated ability to work independently with complex tasks requiring some supervision.
- Demonstrated ability to exercise significant discretion and sensitivity involving occasional access to confidential data.
- Demonstrated analytical and problem-solving skills involving occasional ingenuity, and minor refinement of procedures when necessary.
- Demonstrated capability to provide orientation or technical guidance, as needed.
- Organizational skills, with conscientiousness to avoid errors, and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale, team-building and team spirit.
- Technology Aptitude:
  - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness of best practices.
  - Beginners knowledge of MS Office (Word, Excel, Outlook, PowerPoint).
  - Special consideration will be given to applicants with experience in the following:
    - Worktech (Pearl) timesheet entry

## **RESPONSIBILITIES:**

The incumbent's responsibilities include, but are not limited to:

### People

- Actively mentor Camp Counsellors and volunteers.
- Ensure the safety of the participants by incorporating safe activities and monitoring the behaviours demonstrated by participants.
- Ensure program plans (weekly and daily) are prepared and all required supplies are on hand. Share and discuss the details of the daily program plans with the Camp Counsellors and volunteers. Actively lead in the delivery of the planned activities.
- Using a courteous, respectful and professional approach, communicate and interact with parents/caregivers on a daily basis to ensure they are aware of their child's accomplishments and situations or concerns that may have arisen during the program. Ensure parents/caregivers are informed of any upcoming events and are provided with additional instruction/requirements as needed.
- Communicate daily with Camp Staff and the Camp Coordinator, Recreation Programs or appropriate supervisor, to discuss program concerns and/or behavioural issues. Assist in the development of an action plan to ensure these are dealt with in a timely manner.

### Functional

- Daily Operations:
  - Assist with the on-site preparation and implementation of activities for the participants.
  - Foster healthy child development by celebrating the diversity and uniqueness of each child through play, skill development, friendship and participation while being a caring adult.
  - Ensure a safe and inclusive environment exists for all participants utilizing the programs.
  - Responsible for reporting to work as scheduled; all schedule change requests must be approved in advance.
  - Ensure the camp location is ready and open on time.
  - Arrive promptly for all scheduled activities.
  - Attend and participate in all mandatory staff training sessions.
  - Lead and Mentor Camp Counsellors and volunteers.
  - Participate actively in games, songs, crafts, and activities with campers and fellow staff.
  - Ensure camp rules are followed.
  - 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).
  - Participate actively in games, songs, crafts and activities with campers and fellow staff.
- Record Keeping and Reporting:
  - Ensure that all records and reports are kept confidential and maintained throughout the duration of camp. Forms are to be completed professionally and with accuracy (i.e. first aid documentation,

incident/accident forms, staff discipline, sign-in/out forms, camper information forms, medication administration forms, etc.) and provided to the appropriate supervisor, as required.

- Report any supply or equipment needs to the Camp Coordinator, Recreation Programs, and appropriate supervisor, as required.
- Ensure all required payroll information is completed accurately and is submitted on time.
- **Health & Safety:**
  - Ensure a safe environment exists for all participants utilizing the programs by conducting safety checks on sites and equipment.
  - Administer first aid, as required.
  - Collect, document and dispense the necessary medication that campers must take during camp hours, as required.
- **Supervisor Duties:**
  - Creation of weekly and daily plans. Lead the delivery of activities that are consistent with the camp descriptions and/or themes.
  - Maintain supervision levels to ensure that the program participants are monitored at all times and staff-to-child ratios are maintained.
  - Assist with program volunteers, enriching and developing their leadership skills through positive role modelling, program planning and involvement; provide regular feedback and complete the volunteer feedback forms.

Demonstrate commitment to the Haldimand County code of conduct.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

#### **POSITION REQUIREMENT(S):**

A Current (within the past 6 months) Police Check	OPP LE 220 (18+)
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#### **WORKING CONDITION(S):**

- Hours of Work: Monday – Friday 8:30 – 4:30pm, with extended care as needed, from 7:30am – 8:30 am and/or 4:30 – 5:30pm

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.