



**EMPLOYMENT OPPORTUNITY**  
CENTRE DUFFERIN RECREATION COMPLEX  
Applications are being received for the position of:

## **SUMMER CAMP HEAD COUNSELLOR(S)**

**Posted:** Tuesday December 13, 2022

**Closing:** Friday January 27, 2023 at 4:00pm

**Job Category:** Seasonal Summer Employment

**Wage Range:** \$16.09 - \$20.11 per hour

Dependent on experience and qualifications

**Work week:**

Mid May-June: Approx. 20-30 hours per week

July and August: Approx. 35-40 hours per week

The CDRC Board of Management is seeking positive, team-oriented individual(s) to join the 2023 summer staff team. Under the direction of the Recreation Program Coordinator, the successful candidate(s) will be involved in a diverse range of job activities to provide successful summer day camp programs. This position takes place in a physically active environment requiring running, walking, lifting standing etc. A background in child supervision and recreation an asset.

### **Employment period:**

The successful candidates must be available to work scheduled weekday and attend weeknight/weekend scheduled training sessions. Hours may start as early as 6:30am and end as late as 6:30pm depending upon program registrations. Accommodating multiple days' vacation may not be possible. All time off requests are required to be submitted at the start of the season or at minimum two (2) weeks in advance.

**Position start date:** Mid May 2023

**Position end date:** September 1, 2023

### **Duties & Responsibilities:**

- Plans, assists, coordinates, and implements the delivery of safe camp programming with assistance of the Recreation Program Coordinator. Duties include daily camp and parent management, preparation of program plans, completion of program documentation, overseeing camper pick up and drop off etc.
- Observes and manages camp programs to ensure safe and effective delivery of programming and ensures all CDRC policies and procedures are always followed.
- Responds to emergency situations including performing minor first aid and/or arranging for medical assistance, completion of accident/incident forms.
- Assist with the planning and facilitation of camp staff training and attend all staff meetings prior to and during the summer season. Attend all scheduled staff meetings and trainings.
- As the on-site lead, assists with overseeing and support of staff. Provide continuous direction and leadership to summer day camp staff.
- Work closely with parents/guardians, campers, staff, and management to ensure a quality summer camp experience.
- Ensure the continuing safety of all participants and staff while at the program. Lead EAP (Emergency Action Plan) when required. Provide first aid when needed and ensure incident reports are completed when necessary.

Centre Dufferin Recreation Complex, 200 Fiddle Park Lane, Shelburne, ON L9V 3C9

Phone: (519) 925-2400

- Provide direction to camp staff to ensure proper maintenance and cleanliness of camp area.
- Performs administrative duties related to summer day camp program.
- Provide a comprehensive report to supervisor on camp activities after the close of the season along with performance evaluation of camp staff for employee files.
- Actively participate in the pool setting assisting with supervision during camp swim time.
- Other duties as assigned by Recreation Program Coordinator.

**Qualifications/Skills & Abilities:**

If you have not yet taken the course, but intend to, please note the course on your application.

- Currently completing college or university level studies in Education, Recreation, Early Childhood Education, or related program is considered an asset.
- Current Standard First Aid with CPR-C certification (must be obtained prior to June 9, 2023). Other qualifications and certifications an asset.
- Completed High Five Principles of Healthy Childhood Development certification or willing to obtain prior to June 9, 2023
- Previous experience working with children, including one (1) to two (2) years in a camp/recreation/program or similar setting considered an asset.
- Microsoft applications & computer skills required.
- Strong customer service & interpersonal communication skills both verbally & written to ensure positive interaction with campers, counsellors, parents/guardians etc.
- Various skills that may relate to crafts, sports, aquatics, arts etc. for camp programming
- Successful candidates will be required to complete a background check, including but not limited to a Vulnerable Sector Check/Criminal Record Check in accordance with the duties of this position.

**High Five Principles of Healthy Childhood Development (PHCD)**

- To register for upcoming High Five Principles of Health Childhood Development (PHCD) Certification at the link below.
  - <https://www.highfive.org/training-calendar?prov=Ontario&type=100>
- Upcoming courses held virtually on:
  - Saturday January 14, 2023
  - Saturday January 21, 2023

The Centre Dufferin Recreation Complex promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The CDRC encourages applications from women, aboriginal peoples. Persons of all races, ethnic origins, religions, abilities, sexual orientations and gender identities and expressions. The CDRC will provide accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation. Personal information is being collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only for candidate selection.

Eligible candidates are invited to submit their applications including cover letter and resume to Emily Francis, Recreation Program Coordinator no later than Friday January 27, 2023, at 4:00pm by email or in person addressed to:

**Emily Francis, Recreation Program Coordinator**

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 200 Fiddle Park Lane, Shelburne, ON L9V 3C9  
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[cdrc@shelburne.ca](mailto:cdrc@shelburne.ca)

Please note the position you are applying for in the subject line.

We thank all those applicants who apply and advise that only those selected for an interview will be contacted.

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