



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

SUMMER CAMP HEAD COUNSELLOR

Position: Summer Camp Head Counsellor

Posted: Friday December 18th, 2020

Positions Available: 1

Closing: Wednesday January 20th, 2021 at 3:00pm

Status: Seasonal

Wage Range: \$13.87 - \$17.34 per hour
Dependent on experience and qualifications

Work week: Mid May-June: Approx. 20-25 hours per week
July and August: Approx. 35-40 hours per week

The CDRC Board of Management is seeking positive, team-oriented individual to fill the above-mentioned position. Under the direction of the Recreation Program Coordinator, the successful candidate will be involved in a diverse range of job activities to provide successful summer day camp programs. The successful candidate must be available to work scheduled weekday shifts and attend all scheduled staff meetings and training sessions prior to and during the summer season. The job will require some physical requirements and requires strong interpersonal and communication skills to work well with other staff, children, volunteers, parents/guardians, and the public. A background in child supervision and recreation would be an asset.

Duties & Responsibilities:

- Meet with the Recreation Program Coordinator prior to beginning of camp season & on an ongoing basis to establish scheduling and programs.
- Assist in establishing a camp program schedule and develop a program plan with supervisor prior to and during the summer camp season ensuring it is appropriate for each age group.
- 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.
- Ensure the continuing safety of all participants and staff while at the program. Provide supervision of all staff, campers, and volunteers.
- Provide direction to camp staff to ensure proper maintenance and cleanliness of camp area.
- Lead EAP (Emergency Action Plan) when required. Provide first aid when needed and ensure incident reports are completed when necessary.
- 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.
- Other duties as assigned by Recreation Program Coordinator.

Skills & Abilities:

- Current Standard First Aid with CPR-C certification (must be obtained prior to June 2021). Other qualifications and certifications an asset (ie: High Five-PHCD)
- Experience in child supervision in a camp or similar setting.
- Ability to organize & develop program plans for daily camp operations.
- Microsoft applications & computer skills required.
- Strong customer service & interpersonal communication skills both verbally & written with patrons, supervisor, and colleagues
- A satisfactory Criminal Record Check including Vulnerable Sector Search will be required upon hire.

Centre Dufferin Recreation Complex, 200 Fiddle Park Lane, Shelburne, ON L9V 3C9
Phone: (519) 925-2400

Resumes are being accepted for this position and will be received until 3:00pm on Wednesday January 20, 2021 by email or in person, addressed to;

Emily Francis, Recreation Program Coordinator
Centre Dufferin Recreation Complex
200 Fiddle Park Lane, Shelburne, ON L9V 3C9
(519) 925-2400
efrancis@shelburne.ca

Please note position applying for on cover page.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted