



EMPLOYMENT OPPORTUNITY

CENTRE DUFFERIN RECREATION COMPLEX

Applications are being received for the position of:

SUMMER DAY CAMP COUNSELLOR

Posted: Wednesday December 10, 2025`

Closing: Friday January 30, 2026 at 4:00pm

Status: Seasonal Summer Employment

Wage Range: \$16.60 - \$17.60

Dependent on experience and qualifications

Work week: July and August: Approx. 15-40 hours per week (dependent on registration numbers)

The CDRC Board of Management is seeking positive, team-oriented individuals to join our 2026 summer staff team. Under the direction of the Recreation Program Coordinator and Summer Camp Supervisor, the successful candidates 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 considered an asset.

Employment period:

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

Position start date: Monday June 29, 2026 (with meetings and trainings scheduled prior to June 2026)

Position end date: Friday September 4, 2026

Duties & Responsibilities:

- Attend and participate in all staff meetings and trainings prior to and throughout the 2026 summer season. Staff training is considered MANDATORY. Demonstrate and maintain all skills relevant to the position. Read, acknowledge, and abide by the current CDRC Day Camp Manual
- Ensure the safety, enjoyment, and care of registered participants in the CDRC Day Camp program. Actively lead, engage, and participate in all program activities. Facilitates daily camp activities such as sports, games, crafts, swimming, and special events. Help ensure programming is inclusive and adapted to camper needs with regards to safety, hygiene, weather, etc.
- Closely monitor camper conduct and provide in-water supervision during swim times. Camp staff are required to be in the water with campers. Ensure safe practice and policies of the camp areas are adhered to by all participants.
- Prepare and organize program equipment and supplies, reporting any inventory shortages/damages to the Summer Camp Supervisor/Assistant Camp Supervisor.
- Maintain positive, constructive relationship with staff and volunteers with the goal of meeting camper needs.
- Provides regular updates and feedback to the Assistant Camp Supervisor, Summer Camp Supervisor and Recreation Program Coordinator.

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

Phone: (519) 925-2400

- Ensure prompt attendance and decorum including dress code. Arrive at the facility on time for the start of shifts to prepare for the day and start the program according to schedule.
- Maintain a clean and safe environment of the camp facility, change rooms and washrooms on a regular basis.
- Work co-operatively as a part of a team with all CDRC staff, campers, volunteers, and general public.
- Actively participate in the pool setting assisting with supervision during camp swim time.
- Other duties as assigned by the Summer Camp Supervisor/Assistant Supervisor and Recreation Program Coordinator.

Qualifications/Skills Requirements

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

- Experience in child supervision and/or volunteer experience in a camp or similar recreational setting is an asset.
- High energy, self starter, strong teamwork skills.
- Strong customer service & interpersonal communication skills both verbally & written with patrons, supervisors, and colleagues.
- Current Standard First Aid with CPR-C certification required.
- Completed High Five Principles of Healthy Childhood Development certification required.
- 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.

Camp Hiring Day will be scheduled once the application period closes. You will be contacted if you are invited to attend this day. This day requires mandatory attendance to be considered for the position.

High Five Principles of Healthy Childhood Development (PHCD)

- To register for the upcoming High Five Principles of Health Childhood Development (PHCD) Certification, visit the link below:
 - <https://www.highfive.org/certifications>

Eligible candidates are invited to submit their resume to Emily Francis, Recreation Program Coordinator no later than Friday January 30, 2026, 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
(519) 925-2400
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.

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.