



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

## **SUMMER CAMP - Assistant Camp Supervisor**

**Posted:** Wednesday December 30, 2025

**Job Category:** Seasonal Summer Employment

**Closing:** Friday January 23, 2026 at 4:00pm

**Wage Range:** \$17.20-\$19.61

Dependent on experience and qualifications

**Work week:** Mid May-June: Casual/Training

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

The CDRC Board of Management is seeking positive, team-oriented individual(s) to join the 2026 summer staff team. Under the direction of the Recreation Program Coordinator and Summer Camp Supervisor, the successful candidate(s) will be involved in a diverse range of job activities to provide successful summer day camp programs.

The Assistant Camp Supervisor serves as an onsite leader of a designated Summer Day Camp Group, managing day to day operations, providing supervision to summer camp counsellors, assisting with leading activities, supporting the overall camp environment. 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 weekdays and attend weeknight/weekend scheduled training sessions. Rotating shift schedules 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:** Monday June 29, 2026 (with trainings and meetings scheduled prior to start date)

**Position end date:** Friday September 4, 2026

### **Duties & Responsibilities:**

- Directly supervises Summer Day Camp Counsellors, acting as a leader role model, fostering positive, creative and open learning environments where people feel included as members of a team and are motivated toward common goals. Ensure Summer Day Camp Counsellors initiate, develop and maintain positive relationships with campers and are always engaged and interacting with campers. Assist with mentoring and providing direction to all day camp volunteers.
- Assists with planning, facilitating and delivery of camp programming. Ensure activities are fun, safe, diverse and age appropriate. Modify daily and special activities as directed by the Summer Camp Supervisors. Provides feedback to assist with the evaluation of various programs. Assists with camp wide events, day trips and offsite walking trips.
- Prioritizes participant wellbeing, safety and protection throughout the program. Evaluate situations for potential risks to the safety, protection and well being of participants and staff, proactively taking mitigating actions to address such risks.

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

Phone: (519) 925-2400

- Responsible for administering medications to the campers at appropriate time.
- Demonstrates the confidence and ability to make decisions independently of peers and supervisors in the best interests of the program participants. Resolve problems and conflicts effectively as they arise. Be aware of all participant needs (dietary, medical, behavioral) and all relevant action plans.
- Maintain accurate records and reports of all incidents promptly and thoroughly, using incident report forms and processes.
- Attend all staff meetings, training to ensure understanding of the organization and program policies, emergency procedures and their application.
- Responsible for ensuring program attendance is completed and submitted to Recreation Program Coordinator.
- Actively participating in camp with the daily delivery of programming
- Ensure cleanliness and safety of the program area and proper use of program facilities and equipment. Evaluating situations for potential risks and proactively taking action to address such risks and reporting all incidents/concerns/actions or sit to supervisor. Ensure all group end-of-day jobs are complete.
- Performs other related duties as assigned by Recreation Program Coordinator and Summer Camp Supervisors. May be required to perform tasks assigned to other seasonal staff.

#### **Qualifications/Skills & Abilities:**

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

- Previous experience in a day camp setting and working with children ages 4-13 years.
- Strong customer service & interpersonal communication skills both verbally & written to ensure positive interaction with campers, counsellors, parents/guardians etc.
- Able to problem solve effectively.
- Strong teamwork skills.
- Various skills that may relate to crafts, sports, aquatics, arts etc. for camp programming
- Current Standard First Aid with CPR-C/AED certification (must be obtained prior to June 5, 2026).
- Completed High Five Principles of Healthy Childhood Development certification or willing to obtain prior to June 5, 2026.
- Microsoft applications & computer skills 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 upcoming High Five Principles of Health Childhood Development (PHCD) Certification at the link below.
  - <https://www.highfive.org/certifications>

Qualified candidates are invited to submit their resume to Emily Francis, Recreation Program Coordinator no later than Friday January 23, 2026, at 4:00pm. Applications may be submitted via **email or in person** addressed to:

**Emily Francis, Recreation Program Coordinator**

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200 Fiddle Park Lane, Shelburne, ON L9V 3C9

[cdrc@shelburne.ca](mailto:cdrc@shelburne.ca)

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**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.