



POSITION DESCRIPTION

POSITION TITLE: **Summer Camp Supervisor (vacant)**

DEPARTMENT: Recreation & Facilities

SALARY

GROUP:

Casual Wage Grid

GENERAL SUPERVISOR: Recreation Programmer

Recreation Programs

POSITIONS SUPERVISED: Summer Camp Counsellor(s) & Counsellors-In-Training (CIT)

POSITION SUMMARY:

To supervise the program counsellors and counsellors-in-training. To develop a fun and educational camp program. To ensure the safety of the participants and staff.

PRINCIPAL RESPONSIBILITIES:

- 1) To be familiar with the Summer Camp Policies and Procedures Manual and to adhere to them. To ensure that all counsellors and CIT's abide by these policies and procedures.
- 2) To develop weekly sessions of fun, varied and safe activities for the participants. It is recommended that the activities flow with the weekly theme. Each activity must follow the "High Five Best Practices" guidelines as adopted in the South Bruce Summer Camp Manual. Each week should promote an equal balance of physical activities, free time, and craft sessions.
- 3) To submit a copy of the weekly program plans with an outline of the daily activities and activity plans, work schedule of all employees and staff meetings scheduled. The sessions should also provide for alternative activities in case of inclement weather. All session activities need to be approved by the Recreation Programmer at least two weeks prior to the beginning of the program.
- 4) To assist with Summer Camp Registration Night and submit any camp registrations to the Recreation Programmer as soon as possible.
- 5) To promote the Summer Camp Program within the community (e.g. attend schools, posters, information sheets, newspaper releases, etc.).
- 6) To plan, coordinate and lead training and information sessions for counsellors and CIT's prior to the start of the program and on-going throughout the summer. This will include a site visit, reviewing how to complete any forms that may be required to be completed as result of an accident or an incident.
- 7) To order and purchase the necessary supplies and equipment for the playground program as approved by the Recreation Programmer and within the budget as set by the Municipality. A proposed list should be submitted with anticipated purchases and costs for approval prior to the program start date. This includes pizza days.
- 8) To responsibly supervise program participants and to keep them safe. To ensure that all participants are supervised at ALL times (during scheduled activities and during free play time) and in ALL locations (e.g. picnic shelter area, playground structures). The most important duty is to ENSURE the SAFETY of the PARTICIPANTS and staff.
- 9) To ensure that all areas of the Summer Camp Program site are clean and safe in accordance with the daily check list.
- 10) To complete all necessary incident reports, accident reports, permission forms and to submit them to the Recreation Programmer promptly. To discuss any concerns and all forms with the Recreation Programmer. To submit any other paperwork as required by the Recreation Programmer in a timely manner.
- 11) To administer First Aid/CPR if necessary and follow safety procedures as set out in the Summer Camp Policy and Procedures Manual.

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- 12) To maintain frequent communication with the Recreation Programmer and provide feedback and comments on the program. To bring forward problems or concerns that require immediate attention as soon as possible.
 - 13) To maintain communication with the parents of the participants of the program activities through newsletters or parent calendars. To also provide feedback to the parents as required.
 - 14) To maintain good communication with all staff through training and meetings.
 - 15) To perform staff evaluations during the program and at the end of the summer. A report will be submitted to the Recreation Programmer with the details of the evaluations.
 - 16) To submit a written report at the end of the program outlining the details of the summer, which should include, but not limited to, special events, off-site trips, recommendations for improvement, etc. This report should also include a detailed inventory list of all supplies and include program plans
 - 17) To perform other duties as required by the position.
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QUALIFICATIONS (RECOMMENDED):

1. Must be a student, minimum of grade 12, preference will be given to College or University student pursuing a career in child development.
2. Must possess strong communication, organizational, leadership and public relation skills. Must be able to effectively and professionally deal with parents, children and staff.
3. Must hold a current First Aid/CPR certificate.
4. Must be certified in High Five Principles of Healthy Child Development.
5. Must have previous work experience working with children and express a caring attitude for them.
6. Must be enthusiastic and show initiative.
7. To work well independently and as a team player.
8. Must hold a valid driver's licence and have access to a vehicle.
9. Must have the ability to motivate others in a positive manner.
10. Must be able to demonstrate the ability to supervise and evaluate staff.
11. Must be willing to submit a police security check.

CONDITIONS OF EMPLOYMENT: To be able to handle the stress of dealing with the public and children. To provide supervision to all counsellors and CIT's. Hours of work are for the summer months only and vary depending on the program. The program is run outdoors and the weather may contribute to the condition of your employment.

Prepared By: AW
Effective Date: December 2024

Approved By: