



MUNICIPALITY OF
South Bruce

Summer Camp Supervisor

The Municipality of South Bruce is seeking to fill the role of Summer Camp Supervisor position for our Summer Camp Program. This position will ensure the safe implementation of fun, educational, and safe camp programs for the summer, while adhering to the policies and procedures of the program.

Hours of work are a maximum of 40 hours per week. Hours may vary. Monday – Friday 8:00am - 5:30pm for the months of July and August 2024.

Interested candidates are invited to apply by submitting their resume with cover letter by **12:00pm Noon on February 20, 2026**, to:

Municipality of South Bruce
Attn: Laura Kennedy
21 Gordon St E.PO Box 540
Teeswater, Ontario N0G 2S0
Email: lkennedy@southbruce.ca

We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. In accordance with Accessibility for Ontarians with Disabilities Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Assistant of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.



POSITION DESCRIPTION

POSITION TITLE: **Summer Camp Supervisor**

DEPARTMENT: Recreation & Facilities

SALARY GROUP:

Casual Wage Grid

Recreation Program

GENERAL SUPERVISOR: Recreation

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

Position Summary:

The Summer Camp Supervisor is responsible for the overall day-to-day operation of the summer Camp Program. This role provides on-site leadership, supervises staff, develops and delivers engaging and educational programming, and ensures the safety and well-being of all participants and staff.

Principal Responsibilities:

- 1) Oversees the daily operation of the Summer Camp Program including staffing, participant concerns and program delivery.
- 2) To be familiar with the Summer Camp Policies and Procedures Manual and ensure that all counsellors and CIT comply with the policies and procedures.
- 3) Develop weekly sessions of fun, varied and safe activities for the participants that align 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.
- 4) Submits weekly program plans including activity plans and inclement weather activities two weeks prior to implementation.
- 5) Schedules staff according to program activities and participant to staff ratios.
- 6) Promotes the Summer Camp Program within the community (e.g. attend schools, posters, information sheets, newspaper releases, etc.).
- 7) Plans, coordinates and leads training and information sessions for counsellors and CIT's prior to the start of the program and on-going throughout the summer. This includes but is not limited to site orientations, accident/incident reports, activity plans etc.
- 8) Prepares and submits a proposed list of required supplies and equipment, including anticipated costs, for approval by the Recreation Programmer prior to the program start date. Purchase approved items.
- 9) Ensures constant supervision and safety of all participants and staff during all activities, free play, transitions, and in all program locations. Safety of participants and staff is the highest priority.
- 10) Ensures all program areas are clean, safe and maintained according to the daily checklist, including washrooms, the Recreation Room, playgrounds, community halls and off site locations.
- 11) Completes 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.

- 12) Administers First Aid/CPR if necessary and follow safety procedures as set out in the Summer Camp Policy and Procedures Manual.
- 13) Maintains 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.
- 14) Maintains effective 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.
- 15) Maintains good communication with all staff through training and meetings.
- 16) Conducts staff evaluations during the program and at the end of the summer and submit written evaluation reports to the Recreation Programmer.
- 17) Submits 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
- 18) Performs other duties as required by the position.

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 with AED certificate.
4. Must be certified in Safe Food Handling.
5. Must be certified in High Five Principles of Healthy Child Development.
6. Must have previous work experience working with children and express a caring attitude for them.
7. Must be enthusiastic and show initiative.
8. To work well independently and as a team player.
9. Must hold a valid driver's licence and have access to a vehicle.
10. Must have the ability to motivate others in a positive manner.
11. Must be able to demonstrate the ability to supervise and evaluate staff.
12. 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: LM