



### **Job Description**

Position: Summer Camp Counsellor  
Reports to: Directly – Camp Director  
Indirectly – Manager, Community Programs  
Supervises: No Direct Reports

The Humane Society of Kitchener Waterloo Humane Society & Stratford-Perth (The Humane Society) is a recognized Canadian leader in Animal Welfare. Our vision is to be a proactive leader in providing humane care through education, advocacy and enforcement to promote the well-being and appreciation of all animals.

Under the direction of the Manager, Community Programs, Summer Camp Counsellors are responsible for the implementations of summer programs to inspire children, youth and, adults to learn through the delivery of established schedules. Summer Camp Counsellors will lead crafts, games, activities, and lead groups of up to 10 campers through their week at camp.

Please note that we are hiring for two Camp Counsellors as follows:

Kitchener Camp Counsellor - The period of employment will run from June 26 to August 25, 2023.

Stratford Camp Counsellor - The period of employment will run from June 26 to August 25, 2023.

Rate of Pay \$15.50 per hour.

#### **PRINCIPLE ACCOUNTABILITIES:**

- Assist with morning set up and end of day cleaning
- Responsible for supervising a group of up to 10 campers at all times, and leading activities for up to 30 campers.
- Responsible for supervising, leading and participating in all camp games, crafts and activities.
- Reporting to Camp Director about health or behavioural concerns with campers.
- Responsible for assisting with maintaining a positive, energetic environment for all of the campers.
- Help with general housekeeping throughout and at end of each camp day.
- Ensure safety measures and policies are implemented at all times.

In addition to the duties listed above, the Centre expects the following of each Full and Part Time staff member: adhere to The Humane Society policies and procedures; works in a safe manner; acts as a role model within and outside the Centre; seeks out opportunities for continuous professional development; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates



regularly with supervisor about any department issues; demonstrates efficient time management and prioritizes workload; consistently reports to work on time prepared to perform duties of the position; meets department productivity standards; participates in The Humane Society events as needed or required; and, completes other duties as assigned.

#### POSITION REQUIREMENTS:

Weekly commitment: approx. 38 - 42 hours/week, rotating shifts between 8:15 a.m. – 5:15 p.m

- Must have a minimum of 1 year of previous camp experience in a leadership role
- Some post-secondary education in a related is considered an asset
- A valid First Aid Certification, or willingness to acquire is an asset
- Must have a Police Information Check completed
- Must be able to follow direction
- Must possess an outgoing, positive attitude
- Must be comfortable interacting with children and ensuring they are all treated equitably
- Must be comfortable supervising your camp group (up to 10 children, with the potential addition of a volunteer Counsellor in Training) on your own
- Must be comfortable handling all types of animals

This position is conditional upon funding through the Canada Summer Jobs wage subsidy program and as such, candidates must meet the following additional requirements:

- be between 15 and 30 years of age at the beginning of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

#### WORKING CONDITIONS:

- Work will occur outside with varying temperature conditions
- Some working requires the use of cleaning supplies/chemicals
- Work will sometimes occur in areas with strong odours and high noise levels in regards to barking and other animal related noises
- Exposure to dust and pet hair/dander or other allergens
- Required to expend physical effort for a period of time, standing, bending, walking, running outdoors during games



**APPLICATION PROCEDURE:**

If this role is calling your name, we look forward to hearing from you! Please submit your resume and cover letter to [hr@kwsphumane.ca](mailto:hr@kwsphumane.ca) and indicate which position you are applying to: **Kitchener Camp Counsellor or Stratford Camp Counsellor.**

The Humane Society warmly welcomes applications from people of all backgrounds and groups. We are committed to a culture of inclusivity and collaboration that celebrates diverse perspectives and voices.

We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.