



**POSITION: Summer Day Camp Counsellor - Stratford**

**DURATION OF POSITION:** July 18<sup>th</sup>– August 26<sup>th</sup>, 2022

**REPORTS TO:** Directly – Camp Director  
Indirectly – Manager, Community Programs

**CREATED/REVISED:** March 2022

**POSITION SUMMARY:**

The purpose of this job is to assist our Camp Director with maintaining a welcoming and controlled camp environment.

**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
- 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 KWHS policies are implemented at all times

**POSITION REQUIREMENTS:**

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

- Must have previous camp experience in a leadership role
- 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 equally
- Must be comfortable supervising your camp group on your own
- Must be comfortable handling all types of animals

**WORKING CONDITIONS:**

- Work will occur inside and 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
- Required to expend physical effort for a period of time, standing, bending, walking, running outdoors during games



VALUES:

The counsellors must demonstrate ability to work effectively with others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, and addressing problems and issues constructively to find mutually acceptable and practical solutions.

In addition to the duties listed above, the Centre expects the following of each counsellor: adhere to employee policies and procedures; works in a safe manner; acts as a role model within and outside the Centre; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; consistently reports for role on time; prepared to perform duties of the position; participates in camp events as needed or required; and, completes other duties as assigned.

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the position. Rather, they are intended only to describe the general nature of the job.

I have received a copy of this job description. I understand the duties and am fully able to meet the requirements of this position.