

## Community Centre 55 – Job Description

<b>Position:</b>	Assistant Camp Director
<b>Primary Function:</b>	To assist in the successful implementation of the summer camp.
<b>Accountability:</b>	Program Director & Camp Directors
<b>Qualifications:</b>	Day camping experience and leadership skills.
<b>Wage:</b>	\$19.40/hour commensurate with experience, knowledge and skills.
<b>Employment Dates:</b>	June 30 – August 29, 2025
<b>Status:</b>	Temporary Special Contract, hours may vary Monday to Friday, excluding statutory holidays. ½ hour unpaid lunch break This offer is conditional on response to acceptable Police, Reference Check, Personal Reference Check, current First Aid/CPR, Proof of Vaccination, proper uniform (staff t-shirt, active wear, running shoes, sport sandals), attendance of all staff meetings and staff training.

### **Responsibilities**

- ❑ Ensures operation of the programme within the budget.
- ❑ Responsible for supervising and mentoring Camp Counsellors.
- ❑ Responsible for set up, implementation and cleanup of staff training.
- ❑ Assist with the planning and implementation of Family Fun Night.
- ❑ To complete mid-summer and end of summer evaluations for all counsellors supervised
- ❑ To design, develop and implement a balanced, quality, age appropriate, stimulating, safe recreation programme – including trips, visits and special events for school age children
- ❑ Completes summer camp calendar of events for July and August.
- ❑ Responsible for summer camp equipment inventory and ordering supplies/equipment as needed under the direction of Programme Director.
- ❑ Responsible for design, development, implementation and evaluation of summer camp staff training course.
- ❑ Assigns each counsellor specific campers for their group on a weekly basis.
- ❑ Ensures first aid kits of all counsellors are fully stocked and request supplies from the Administrative Programme Assistant as needed.
- ❑ Responsible for ensuring each of their staff have completed weekly attendance and health info sheets with their campers highlighted.
- ❑ Able to work with all ages and groups as needed. For example moving from the 12 yr olds to 5's, if necessary.
- ❑ Able to ensure the safety and well-being of all campers/groups within the following ratios:
  - 5 & 6 yr olds > 1 counsellor to 10 campers
  - 7 – 9 yr olds > 1 counsellor to 12 campers
  - 10 – 12 yr olds > 1 counsellor to 15 campers
- ❑ Does camp attendance every morning at 9:00 a.m. and calls all absent campers.
- ❑ Ensures staff have completed incident reports and has incident reports ready for parents to review and sign when they pick up their camper. Calls parents if child is signed out and incident report is not signed, advising them of the incident.
- ❑ Ensures their staff review TTC and Fire Evacuation Procedures with their campers every week.
- ❑ To document and report and to take appropriate and reasonable action respecting injuries, accidents and incidents by reporting occurrences to the Programme Director, this applies to campers, staff and CIT's.
- ❑ To comply with Centre policies.
- ❑ To liaise with the parents as required.
- ❑ To be in the field and to assist as a Day Camp Counsellor.
- ❑ Directly responsible for the care, supervision and safety of campers and CIT's.
- ❑ To animate and breathe life into the delivery of the programme.
- ❑ To ensure that all children participate in the programme.

- ❑ To engage the children by playing with them.
- ❑ To ensure children have reasonable programme activity choices.
- ❑ To use a positive approach to discipline.
- ❑ To document and report constructive suggestions for improvement.
- ❑ Ensures that the premises, equipment, materials and supplies are regularly maintained in a clean, safe condition. This includes equipment storage and programmes rooms are clean and ready for evening use.
- ❑ To ensure all first aid kits are collected and returned to the Programme Director by the last day of camp.
- ❑ To assist colleagues as required.
- ❑ To assist the Programme Director and Camp Director as directed.
- ❑ Knowledge and skill, designing, developing and implementing balanced, quality, age appropriate, stimulating, safe, recreation programme for school age children.
- ❑ Enjoy playing with and helping to develop children's skills including arts, crafts, sports, games and special events.

### **Job Specifications**

- ❑ Must be able to supervise, play and help children in the pool each day for at least a two-hour duration.
- ❑ Must wear a Community Centre 55 t-shirt at all time while working. T-shirt is at the expense of the candidate.
- ❑ Police Reference Check and current FA/CPR are at the expense of the candidate.
- ❑ Must be dressed in active wear and appropriate foot attire at **ALL** times. I.e. running shoes, sports sandals.
- ❑ Must dress up in costume for Friday events.
- ❑ Must attend all training dates and staff meetings.
- ❑ Must be able to respond to crisis situations such as lost children, runaways, injuries; deal with difficult parents, public in a calm and clear manner while following centre policies and procedures.

### **How to apply:**

- Email applications to **careers@centre55.com** with the subject line "Summer Camp Staff Application"