

Community Centre 55 – Job Description

Position:	Counsellor in Training (CIT) Trainer
Primary Function:	To facilitate the development of skills and knowledge to transitional aged youth 12 – 15 years of age.
Accountability:	Program Director, Administrative Program Assistant & Camp Directors
Qualifications:	Day camping experience and leadership skills. Must be a student and returning to school in September.
Wage:	\$19.40/hour commensurate with experience, knowledge and skills.
Employment Dates:	June 30 – August 29, 2025.
Status:	Summer Contract, hours may vary Monday to Friday, excluding statutory holidays. ½ hour unpaid lunch break. Contract subject to successful registration of the Counsellor in Training Program This offer is conditional on response to acceptable Police, Reference Check, Personal Reference Check, Proof of Vaccination, current First Aid/CPR.

The Counsellor-In-Training (C.I.T.'s) are responsible for assisting the Day Camp Counsellor(s) in the delivery of an age appropriate, stimulating, safe recreation programme for school age children using Counsellor(s)-In-Training.

The emphasis of the C.I.T. Programme is D.E.E.D.S.- Discipline/Experience/Excitement/Development/Skills. The Counsellor-In-Training Program provides opportunities for transitional age youth (13 – 15 years of age) to get the kind of discipline they need to make them more employable. C.I.T.'s gain on-the-job experience, enjoy the excitement of a great programme, develop new skills and knowledge. The Summer Day Camp formalizes a C.I.T. programme in which we cultivate essential job skills.

The Summer Day Camp consists of approximately nine (9) sessions and C.I.T.'s are required to complete at least four (4) sessions. Applications will be accepted after April and a C.I.T. Selection Day will be held in early June. Training for the C.I.T.'s will begin in June.

The training programme will include: pre-camp training seminars – programme assessment, design, development, implementation, problem solving, mentoring, weekly meetings during the camp sessions, weekly assigned duties, weekly assessment and completion of a skill's checklist and a rigorous personalized written performance evaluation. The participants will be actively engaged in their own evaluation. Each C.I.T. will receive a tutorial in resume writing and will complete a resume by the end of the summer. Counsellor-In-Training participants will be taken to the HRDC Office to process an application for a Social Insurance Number if they do not already have one.

Prerequisites

- Experience with transitional aged youth 13 – 15 years old.
- Excellent communications skills including patience, problem solving skills, coaching, leading and motivating children.
- Enjoy playing with and helping to develop youth leadership skills including arts; crafts, sports; games and special events for children/youth 4 – 12 yrs of age.
- Experience in sports, arts, crafts and games.

Responsibilities

- To assist with the design and develop and to implement a balanced; quality; age; appropriate; stimulating; safe; Counsellor-In-Training Programme and to supervise and assist with the integration of the C.I.T.'s and volunteers into the regular day camp population.

- ❑ Directly accountable and responsible for achieving the goals of the C.I.T. Programme.
- ❑ To animate and breathe life into the delivery of the C.I.T. Programme.
- ❑ To ensure that all C.I.T.'s participate in the programme.
- ❑ To ensure the C.I.T.'s are respected and problems are solved immediately.
- ❑ To engage the C.I.T.'s by interacting with them and facilitating the learning process.
- ❑ To include as much as possible the C.I.T.'s in the planning of the programme.
- ❑ To assist ensuring the C.I.T.'s have reasonable programme activity and age group choices.
- ❑ To use a positive approach to discipline and training.
- ❑ To document and report constructive suggestions for improvement.
- ❑ To ensure the C.I.T. s take direction from Day Camp Counsellors and that the Day Camp Counsellors provide meaningful on the job training, supervision and evaluation.
- ❑ To document and report and to take appropriate and reasonable action respecting injuries, accidents and incidents by reporting occurrences to the Programme Director, this includes campers, staff and CIT's.
- ❑ To ensure that the C.I.T. group breaks away from the Summer Day Camp at least once per week and uses a special trip or programme from which they can use their skills and to facilitate the team building process.
- ❑ To assist colleagues as required.
- ❑ Directly responsible for the care, safety and supervision of CIT's and campers.
- ❑ Ensures that the premises, equipment, materials and supplies are regularly maintained in a clean, safe condition.
- ❑ To participate in the operation of the programme within the budget.
- ❑ To comply with Centre policies.
- ❑ To liaise with the parents as required.
- ❑ To implement the C.I.T. recognition including: a summers end party; updated resume; achieving a SIN and letter of completion for the summer camp portion of the C.I.T. Programme.
- ❑ A weekly written and verbal evaluation done individually with each C.I.T.
- ❑ To be in the field and to assist as a Day Camp Counsellor, when necessary.
- ❑ To assist the Programme Director and Camp Director as instructed.

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.
- ❑ Must be dressed in active wear and appropriate foot attire at **ALL** times. I.e. running shoes, sport 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"