

## Community Centre 55 – Job Description

<b>Position:</b>	Camp Director
<b>Primary Function:</b>	To assist in the successful implementation of the summer camp.
<b>Accountability:</b>	Program Director
<b>Qualifications:</b>	Day camping experience and leadership skills.
<b>Wage:</b>	\$21.12/hour commensurate with experience, knowledge and skills.
<b>Employment Dates:</b>	June 3 – September 4, 2026
<b>Status:</b>	Temporary Special Contract, hours may vary Monday to Friday, excluding statutory holidays. ½ hour unpaid lunch break Contract subject to successful summer camp registration 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

### **Prerequisites**

- 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.
- Excellent communication skills including patience, problem-solving skills, coaching, leading and motivating staff, volunteers and children.
- Enjoy playing with and helping to develop youth leadership skills including arts; crafts, sports; games and special events.
- Experience in sports, arts, crafts and games.

### **Responsibilities**

- Ensures operation of the programme within the budget.
- Responsible to contact staff who are being hired to confirm position and wage as well as calling those who will not be hired.
- Responsible for training, supervising and mentoring of Assistant Camp Director(s), Camp Counsellors & Split Shift Staff.
- To complete mid-summer and end of summer evaluations for Assistant Camp Directors & Split Shift Staff.
- Ensures staff time sheets are completed in full and checks for accuracy.
- Responsible to confirm training facilitators, set up, implementation and clean up of staff training.
- Responsible for ensuring the following is complete before camp starts: weekly plans, calendars, equipment inventory, master list of outing directions, staff phone list, staff manuals reviewed, updated and prepared, prepare staff files, contact local pools.
- Assist with the planning and implementation of Family Fun Night.
- Responsible to pack summer camp bins and transport to site locations.
- Document verbal and written disciplinary action taken in regards to summer camp staff.
- Responsible for opening and closing the building, making sure rooms are clean of debris, tables and chairs are clean and stacked safely or put out ready for use.
- Responsible for sign in/out of campers and ensuring staff have completed incident reports for parents to review.
- To design, develop and implement a balanced, quality, age appropriate, stimulating, safe recreation programme – including trips, visits and special events for school age children
- Responsible for processing summer camp registrations, which includes ensuring forms are completed in full, confirmation sent to parents, receipting payments, input registration forms including attendance lists, weekly registration, health information, balance paid, updating e-mail list and sending Adventure Camp information package to registered campers.
- Responsible for processing subsidy applications as directed by Programme Director.

- ❑ Responsible for ensuring a weekly newsletter is completed and all staff receive one.
- ❑ Responsible for completing weekly attendance sheets for the attendance board and one for each counsellor.
- ❑ Responsible for completing email reminders and weekly plans to all campers attending camp in the upcoming week.
- ❑ Responsible to confirm outings the week before.
- ❑ Responsible to cancel any buses, outings as needed.
- ❑ Responsible for the cleanup of all camp equipment from each site and to ensure that all equipment is clean, in good use and stored neatly.
- ❑ Collects all TTC tickets, first aid pouches and staff manuals from all staff on their last day of work.
- ❑ Ensures all signage, calendars and camp information is removed from each site location on the last day of its use.
- ❑ 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, if necessary.
- ❑ 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.
- ❑ Directly responsible for the care, supervision and safety of campers and CIT's.
- ❑ To document and report constructive suggestions for improvement.
- ❑ Ensures that the premises, equipment, materials and supplies are regularly maintained in a clean, safe condition.
- ❑ 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 as directed.

### **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.