



Title: Summer Day Camp Counsellor

Reports To: Summer Day Camp Coordinator and/or Active Living Manager

Nature of Position: Seasonal (8 weeks) Monday to Friday, 8:30am-4:30pm.

Description:

The position of Day Camp Counsellor has the responsibility to ensure that all the children at the day camp have a positive recreation experience while in their care. The Day Camp Counsellor will also be responsible for the general safety and development, growth and skill development of the children.

Responsibilities (but not limited to):

- Assist with preparation, implementing and evaluating day camp for children ages 6-12, involving crafts, active and quiet games, sports and special events.
- Plan above activities, so programs and events are inclusive for all.
- To participate with the children as well as encourage participation from all children.
- Ensure the children are participating in a caring and welcoming environment.
- Cooperation with the entire staff in working together for the welfare for the participants.
- Responsible for daily supervision of a group of children. The counselor must stay with the children the entire time they are attending camp, including lunches. Utmost care must be provided at pick up time to ensure only authorized people are allowed to take the children from the site. Breaks are encouraged but not always possible.
- Communicate with parents about participant's experiences and report concerns to supervisor.
- To maintain accurate records including incident reports, daily attendance, program activities and equipment checks.
- Ensure the equipment, facilities and grounds are safe play areas for children.
- Enforce safety rules and regulations.
- Set a positive example in exercise, food selection, personal habits, and attitude.
- Perform other related duties as assigned.

Qualifications/Skills required:

- Must enjoy working with all ages, especially children and youth
- Ability to accept supervision and guidance
- Coordination, planning and organizational skills
- Excellent oral communication skills
- Positive attitude, enthusiasm, patience, and self-control
- Current First Aid/CPR or obtain before commencing

Work Conditions:

- Working outside in a variety of weather conditions
- Lifting of heavy objects
- Standing for extended periods of time