

**Township of Cavan Monaghan  
Job Description**

**Position: Summer Camp Counsellor**

**Reports to: Manager of Parks and Facilities**

**This Job Description is effective: November 2024**

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**Job Summary**

Reporting to the Recreation Coordinator, the Summer Camp Counsellor will assist in the planning, implementation, and delivery of all summer camp programs for the Township.

**Duties and Responsibilities**

- Assist in the planning, implementation, and delivery of all age-appropriate camp activities, that will contribute to a well-rounded camp program for children 4-9 years of age.
- Ability to deliver quality programs both indoors and outdoors, including children's games, crafts and sports.
- Maintain safety and supervision of all campers including upholding and abiding by ratio expectations.
- Assist in maintaining accurate program records including incident reports when required.
- Assist in setting up and cleaning up camp activities, programs, and events.
- Maintain ongoing and effective communication with parents/caregivers, the public, and Township staff.
- Maintain a professional attitude that includes being punctual, attentive, and engaged.
- Report all concerns, accidents, and incidents to the immediate supervisor and take appropriate action.
- Adhere to the department's by-laws and all relevant Municipal, Provincial, and federal legislation and regulations.

- Ensure public safety at all times by following safety procedures and eliminating hazards on all Municipal properties.
- Ensure the confidentiality of all departmental information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Perform additional duties as assigned based on the needs of the Department and Organization.

### **Job Knowledge/Education**

- Must be a minimum of 16 years of age or older
- Prior experience working with children preferred
- Demonstrate enthusiasm in delivering quality children's programming
- Excellent communication and leadership skills
- Knowledge and working experience relating to the Occupational Health and Safety Act.
- Valid Police Vulnerable Sector Check
- Certification or willingness to obtain First Aid/CPR C with AED

Please note: The above statements reflect the general details considered necessary to describe the principal functions of the job identified and shall not be considered as a conclusive description of all work required in the position. This job description may be subject to change to meet organizational or operational requirements.

### **Reviewed By:**

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**Chief Administrative Officer**

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**Date**