



# Day Camp Counsellor

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## Job Description

<b>Department:</b>	Recreation
<b>Report to Title:</b>	Recreation Program Coordinator/Manager of Community Services
<b>Location:</b>	Moorefield Community Centre
<b>Weekly Hours:</b>	35 hours per week*
<b>Pay Method:</b>	Hourly
<b>Position Status:</b>	Contract

*\*Based upon camp registration.*

## JOB SUMMARY:

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The Day Camp Counsellor's will work under the guidance and direction of the Recreation Program Coordinator in carrying out the Day Camp Program in Moorefield. The Day Camp Counsellors will ensure the safety of campers, facilitate a positive atmosphere, and provide an interactive and engaging program in a professional manner.

## RESPONSIBILITIES:

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- Ensure the safety of campers at all times
- Execute daily program plans for each day of camp
- Complete daily and weekly forms and required paperwork
- Maintain good communication with parents and camp registrants
- Practice and understand all safety and rescue procedures
- Respond to emergency situations as required
- Ensure required supplies are on site
- Participate in a variety of small and large group activities each week which may include, crafts, nature walks, songs, games, opening and closing duties, etc.
- Mentor Leaders in Training (LIT) Volunteers

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- Ensure the Mapleton Township Day Camp Policies, Procedures and Operating Guidelines are always adhered to.
- Maintain a clean and neat program site (indoors and outdoors)
- Perform daily clean-up and sanitizing duties as required
- Wear proper Mapleton Township uniforms while on duty
- Be a positive representative of the Township of Mapleton
- Work and act in a way that will not cause personal injury or harm to anyone else
- Other duties as assigned

## MINIMUM QUALIFICATIONS:

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- Minimum of 15 years of age
- Previous experience working with children in a supervised group setting
- Current Emergency First Aid and CPR B or C preferred
- \*HIGH FIVE certification with training in Principals of Healthy Child Development
- Camps on TRACKS training is an asset
- Excellent oral and written communication skills
- Ability to work independently or as part of a team
- The ability to react calmly and effectively in emergency situations
- Ability to prepare routine administrative paperwork
- Must obtain a clear vulnerable reference check
- Enjoys working with children and youth

*\*Required training will be provided*

## WORKING CONDITIONS

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**Physical demands:** Frequently required to walk, stand, sit and talk or hear.

**Mental demands:** Must be comfortable working with the public while maintaining a pleasant, professional, and positive demeanour. The employee may be exposed to stressful situations as a result of human behaviour and emergency situations.

**Working Conditions:** While performing the duties of this job, the employee occasionally works both indoors and outdoors, with the noise level in the work environment being moderately loud.