

MUNICIPALITY OF THE DISTRICT OF WEST HANTS
PARKS & RECREATION DEPARTMENT
SUMMER CAMP LEADER
JOB DESCRIPTION

1. Leaders will assist in the planning, promotion, registration, and other tasks as directed, to ensure a successful, well organized program.
2. Workers will provide stimulating leadership to children at the camp locations.
3. First and foremost, the leaders must stress the safety and well being of the children during the camp activities to prevent accidents or injuries from occurring.
4. Leaders will work with each other in a co-operative team approach, to promote harmony in the camp setting.
5. The workers will also consult with parents to maintain proper feedback and communication between the project and the parents or guardians involved.
6. Maintain a daily journal of camp happenings to be reviewed by the Active Communities Programmer, Recreation Intern & Camp Coordinator upon request.
7. Leaders, in addition will perform other duties such as clean up, equipment maintenance and storage or any other tasks which will contribute to the success and efficient operation of the program.
8. Leaders will be responsible for facilities and equipment used during the camp. Carry out daily inspection, prior to and after each day's events.
9. Will report progress and concerns to the Co-ordinator.
10. Provide evaluation of the Summer Camp Program to ensure the quality of programming.
11. Assist with special activities the Parks & Recreation Department is involved in, when required.
12. Assist with the West Hants Recreation Department Mini Soccer Program.
13. To participate in training sessions as directed by the Active Communities Programmer or the Director of Parks & Recreation i.e. WHMIS, Emergency First Aid, CPR and proper use of a fire extinguisher.
14. Assist with community events as needed.
15. Any other duties as assigned by the Active Communities Programmer or the Director of Parks & Recreation.

Qualification Requirements

Must have/be:

*can be obtained during training week

- Experience working with children
- Emergency First Aid and CPR*
- Lifeguard certification preferred, but not required
- Fire Extinguisher Training *
- WHMIS Training *
- High Five Training *
- VRCDA Camp Scenario Training*

Staff Supervision: Camp Leaders will be directly supervised by the Camp Coordinator with assistance from the Recreation Intern and Director of Parks & Recreation when necessary.

Health & Safety: The Municipality of West Hants has an Occupational Health & Safety Program which employees are to follow. Summer staff that are not certified in Emergency First Aid, WHMIS and the proper use of a fire extinguisher will be trained.

Equal Opportunity:

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, political affiliation, disability or any other merit factor.