



A Natural Attraction

City of Quinte West

Job Description

Position: Day Camp Leader
Department: Economic Development and Tourism Services
Reports to: Senior Tourism and Special Events Officer

Purpose and Scope:

Participate in the planning and leading of a safe and well balanced Summer Day Camp Program for the Hastings County/City of Quinte West Backyard Bonanza Day Camp.

Duties and Responsibilities:

- Assist in the planning and development of a summer activities program.
- Lead a balanced program of games, music, drama, crafts and sports specifically designed for the benefit and well-being of the participants.
- To supervise all participants to ensure safety at all times whether it be on site, on a day trip or at a special event.
- To remain flexible, staying focused and being prepared for the daily events of camp.
- To complete all required paperwork including program plans, daily diaries, records and accident forms in a timely manner.
- To perform site inspections every morning and evening to ensure the program area is safe and clean.
- Transport craft and sporting equipment from one of two day camp sites to the other on a daily basis.
- As a representative of the City of Quinte West, to remain professional at all times with regards to: the children/their families, dealing with the public, staff partners at Hastings County and your appearance.
- Other duties as assigned.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Education/Specialized Training/Skills:

The position will require:

- Minimum one year of Post-Secondary School in teaching/early childcare education/social services or related program.
- Be registered in a full time Post-Secondary School Program and be returning in the Fall.
- A valid "G" Licence and access to a reliable vehicle.
- Provide a Drivers Abstract.
- Provide a clear Vulnerable Sector Check.
- Up to date First Aid/CPR Certification
- Team oriented
- Patient
- Excellent communication skills

Nice to have:

- Previous day camp experience.
- Experience working with Children ages 4 – 12.
- Demonstrated team work and leadership skills.

Contacts:

This position will have direct contact with:

Internal: Senior Tourism and Special Events Officer, Day Camp Coordinator.

External: Participating children & parents, the general public, County staff partners.

Work Experience:

- A minimum of three (3) months of work experience required.

Decision Making:

- This position has minimal responsibility related to decision making affecting the department.

Supervision:

- This position does not oversee other staff.

Work Environment:


- Work indoors and outdoors on a regular basis.


Senior Tourism and Special Events
Officer

March 8/2019
Date


Manager of Economic Development
and Tourism Services

March 8, 2019
Date


Manager of Human Resources

March 8, 2019
Date

