

SUMMER STUDENT JOB POSTING

Title: Summer Day Camp Director (1 Position)
Status: Summer Employment Position
Wage: \$20.38 per hour
Work Term: May 29 - August 27, 2023 (40 hours/ week)

Description:

The Community Services Department is looking for a responsible, enthusiastic and out-going Summer Camp Director to design, and oversee our diverse summer camps (ages 6 to 11 years old). The Summer Camp Director will act as a leader and work alongside camp staff in providing participants with a fun, safe and educational camp experience. The incumbents will be responsible for the design, planning and implementation of all camps and will provide guidance and support to all camp staff. The incumbents will maintain a positive relationship with staff, parents and campers.

Responsibilities:

- Active involvement in the operation and delivery of the summer camp programs
- Designing, planning and implementation of summer camp programs
- Supervising staff with guidance of the Recreation Program Coordinator and Recreation Program Assistant
- Assist with responding to parent questions and concerns to ensure customer satisfaction
- Assist with registering campers for summer day camps and maintain registration records
- Prepare with the attendance lists and tracking attendance (sign in/sign out sheets)
- Ensure programs run on schedule and all required supplies are purchased
- Review, complete and follow up on incident reports and report to Recreation Program Coordinator
- Learn and teach assigned camp curriculum and weekly camp programming
- Other duties as assigned

Required skills and knowledge:

- High energy, self-starter
- A keen interest and ability in outdoor adventure including; biking, kayaking, stand up paddle boarding, hiking and other related interests
- Experience teaching or working with children in a camp or school setting would be considered an asset
- Excellent people skills and a friendly, responsible, service-oriented attitude
- Strong communication and teamwork abilities

Other Qualifications:

- Experience with children ages 6 to 11 years in a camp or educational setting
- Experience supervising staff in a camp environment or related discipline preferred
- Current certifications in First Aid & CPR-C
- Valid driver's license
- Vulnerable Screening Check (required prior to commencement of employment)
- High Five certification (or willing to obtain)
- Formal studies in Education, Recreation/ Leisure, Outdoor Recreation or Physical Education an asset
- Able to withstand a physically demanding job (very active job, primarily outdoors)

Please submit your resume to:

- Email: ccoyle@petawawa.ca
- In person/Mail: 16 Civic Centre Rd, Petawawa, ON, K8H3H5

Deadline to apply is **May 5, 2023**