



Thunder Bay

Job Description

Position:	Day Camp Leader	Type of Employment:	Seasonal
Reports to:	Windsor Program Coord.	Club Location:	Windsor Unit
Hours:	35 / week (weekdays)	Wage:	\$ 18.60

Overall function of the Day Camp Leader

Organize with a team, a variety of safe, stimulating activities that reflect the core values of the Boys & Girls Club for participants in the summer day camp program.

Qualifications & Requirements

Criminal / Child Welfare Check	First Aid & CPR
High Five Certification	Education in the Human Service Field
Previous day camp experience an asset	Class F is an asset (if over 25)

Responsibilities

- Attend training, & orientation sessions (online & in person)
- Training, orientation, supervision and evaluation of staff and volunteers
- Assist in the identification of needs and interests of children & youth
- Plan, implement and evaluate age-appropriate activities
- Ensure planning has a variety of indoor / outdoor activities
- Prepare and implement weekly calendars
- Prepare reports when required
- Schedule and organize lunch breaks and van schedules daily for your group and team members.
- Take attendance and ensure all staff with your group are aware of policies
- Ensure to be knowledgeable with fire / missing child safety procedures
- Ensure to book areas with other coordinators and keep facility schedule up to date
- Ordering and maintaining of supplies and equipment required for the program
- Consult with parents, families and workers as required
- Conflict resolution with staff / members
- Administer first aid when required
- Bring to the attention of the Supervisor any concerns or incidents that require follow up.
- Provide a safe and healthy environment for all youth attending the Club.
- Cleaning & Sanitizing the building, toys, furniture, etc...
- Any other related duties

WHAT DO CAMP COUSSELLORS DO?

THE MOST IMPORTANT OUT OF ALL THE DUTIES IS TO ENSURE CAMPERS ARE SAFE AT ALL TIMES.

This job opportunity is funded through Canada Summer Jobs