



Thunder Bay

### Job Description

<b>Position:</b>	Day Camp Leader	<b>Type of Employment:</b>	Seasonal
<b>Reports to:</b>	Program Director	<b>Club Location:</b>	Windsor Unit
<b>Hours:</b>	35 / week (weekdays)	<b>Wage:</b>	\$ 18.55

**Overall function of the Camp Coordinator**  
 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.

<b>Qualifications &amp; Requirements</b>	
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
  - Ensure to be knowledgeable with fire / missing child safety procedures
  - 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.
  - 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 COUSELLORS DO?**  
**THE MOST IMPORTANT OUT OF ALL THE DUTIES IS TO ENSURE CAMPER'S ARE SAFE AT ALL TIMES.**

This job opportunity is funded through Canada Summer Jobs