

**CITY OF PEMBROKE
JOB DESCRIPTION**

TITLE:	Day Camp Councilor (Student)
DEPARTMENT:	Economic Development, Recreation & Tourism
REPORTS TO:	Day Camp Supervisor
RATE OF PAY:	\$8.75 per hour (2008)

EDUCATION, SKILLS, ABILITIES:

- (1) Sixteen (16) years of age.
- (2) Excellent physical condition and health.
- (3) Current First Aid and CPR level “C” certification.
- (4) Must have experience in working with young children in day camp programs.

RESPONSIBILITY:

Under the supervision of the Day Camp Supervisor, you will efficiently provide high quality programming, supervision and leadership for the Day Camp participants. To create a stimulating environment that will maintain high staff morale and encourage the implementation of safe, motivating and interesting programs for the participants involved according to the standards set by the City of Pembroke.

DUTIES:

- (1) Attend all camp training sessions, evaluations and staff meetings, ready to discuss concerns, problems and solutions;
- (2) Take daily attendance and place it in the camp binder each day.
- (3) Review your camper information and be aware of all medical information concerning each child prior to the start of each week.
- (4) Responsible for all groups of campers until all parents, or authorized caregivers arrive or until you have placed them in post-camp area.
- (5) Responsible for the health and safety of all campers; this includes being in control of the campers at all times.
- (6) Actively participate in all Day Camp activities. This includes being in the water during swim periods.
- (7) Submit activity plans for the upcoming week to your Supervisor every Tuesday.

TITLE:	Day Camp Counselor (Student)
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- (8) Maintain a punctual schedule for both campers and yourself.
- (9) Counselors must return all equipment to appropriate area at the end of each day. Be sure to notify the Supervisor if any equipment is damaged or broken or may present a danger to campers and counselors:
- (10) Perform any other related duties as may be required or assigned by your Supervisor.

HOURS OF WORK: Forty (40) hours per week, Monday to Friday. May also be required to work various shifts and hours outside of regular camp hours, including staff meetings, special events, etc.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must submit a current successful Police Clearance Certificate and will also be required to sign a Confidentiality Agreement.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of The Municipal Act, RSO 2001, and will be used in accordance with The Municipal Freedom of Information and Protection of Privacy Act for employment purposes.