

**CITY OF PEMBROKE  
JOB DESCRIPTION**

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| TITLE:       | <b>Day Camp Supervisor (Student)</b>                  |
| DEPARTMENT:  | <b>Economic Development, Recreation &amp; Tourism</b> |
| REPORTS TO:  | <b>Program Assistant</b>                              |
| RATE OF PAY: | <b>\$10.50 per hour (2008)</b>                        |

**EDUCATION, SKILLS, ABILITIES:**

- (1) Minimum of sixteen (16) years of age.
- (2) Excellent physical condition and health.
- (3) Current First Aid and CPR certification.
- (4) Must display effective interpersonal, communication, administrative and organizational skills.
- (5) Must have experience in working with young children in day camp programs.

**RESPONSIBILITY:**

Reporting to the Program Assistant; to supervise the operation of a stimulating and enriching day camp program for young children. Ensure that all policies, procedures and guidelines are adhered to in order to provide a safe and enjoyable program for all participants which meet the program goals and objectives as set out by the City of Pembroke.

**DUTIES:**

- (1) Attend all training/orientation sessions.
- (2) Assist with the recruitment, training, supervision and evaluation of program staff and volunteers.
- (3) Develop and implement the staff training agenda with the assistance of your supervisor.
- (4) Conduct weekly staff meetings.
- (5) Responsible for the day to day operation of the camp.
- (6) Assist staff with activity planning and special event programming done by student counselors and ensure the activities meet with the program goals and objectives.
- (7) Be a resource person to your counselors.

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- (8) Ensure all policies, procedures and guidelines outlined in the staff/program manual are adhered to ensuring maximum safety of the participants and overall success of the program.
- (9) Be responsible for all necessary administrative duties pertaining to the program including attendance and registration records, daily program evaluations, review incident/accident reports and completion of the final report and summary of recommendation. Copies to be forwarded to your supervisor.
- (10) Ensure the care and control of all program equipment. Keep an updated inventory of all supplies.
- (11) Perform any other related duties as may be required or assigned by your supervisor.
- (12) Provide a detailed report and evaluation of the program at the end of the camp.

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 maintain a valid Ontario Driver's Licence in good standing. Each successful candidate 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.