



## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

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| <b>JOB TITLE:</b> Camp Director                                    | <b>CLASSIFICATION:</b> Seasonal/Camo |
| <b>DEPARTMENT:</b> Community Services                              | <b>SALARY LEVEL:</b> \$18.50/Hour    |
| <b>LOCATION:</b> Various Locations throughout the Township of King |                                      |

### JOB PROFILE:

#### Function:

Responsible for the coordination and supervision of multiple camp locations for the Township of King Summer Day Camps program with responsibilities including, but not limited to, program planning, program delivery, administration, and staff and participant supervision. Oversees up to 150 campers ranging from ages 4 to 14, while supervising, mentoring and coaching up to 45 staff, including program coordinators, counsellors, inclusion and volunteers. Responsible for the safety and wellbeing of registered participants at all times.

#### Reports to:

- Recreation Services Supervisor

#### Supervision Responsibilities:

- None.

#### Duties and Responsibilities:

- Provides leadership and guidance to staff and volunteers. Perform weekly, mid-summer and year end staff evaluations.
- Organizes special events, special guests, and camp-wide initiatives.
- Monitors the use of equipment and supplies, conduct inventory counts and re- stock as needed.
- Supervision of on-site and off-site camps and staff.
- Responds to inquiries from parents/guardians and public.
- Completes related administrative tasks, including camp promotion, registration, programming, reports, etc. in a timely manner.
- Deals courteously and effectively with the general public, staff and other departments.
- Assists with the development and implementation of camp staff and volunteer training.
- Reports all concerns, accidents and incidents to immediate supervisor for follow-up and takes appropriate action.
- Understands, adheres to, and enforces Corporate Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health and Safety Standards for all participants and staff.

- Models and practices HIGH FIVE®- Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends and Caring Adult).

**Education/Experience:**

- Minimum of 18 years of age and must have completed two (2) years of a University or College program.
- Knowledge of and experience with camp programs i.e. crafts, sports, games, special events and preschool activities.
- Ability to design, organize and implement a comprehensive camp program.
- Strong leadership skills.
- Ability to supervise others effectively.
- Excellent public, communication, leadership and customer service skills.
- Ability to problem solve effectively.
- Valid First Aid and CPR C Certificate.
- HIGH FIVE® certification is considered an asset; Quest 2 certification an asset.
- Valid Class 'G' Driver's License and access to own vehicle. Driver's Abstract required upon request.

**Conditions of Employment:**

- Required to work outside and follow all operating procedures and safety policies of the Township of King.
- Required to deal courteously and effectively with the general public, staff and other departments.
- Upon hire, completion of HIGH FIVE® Principles of Healthy Child Development, Quest 2, Standard First Aid and CPR-C and submission of a Vulnerable Sector Screening are required.
- Must be available for all weeks of the contract period.
- Hours of work will be between 7:00AM- 6:00PM, Monday to Friday. Travel between work sites during shift.

**Period of Employment:**

**\*\*Please note that the offering of summer camp programs and start date for these positions are subject to the provincial government's pandemic mandates\*\***

Anticipated: April 12, 2022 – September 10, 2022

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Department Head: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
 Supervisor (if applicable): \_\_\_\_\_ Date Approved: \_\_\_\_\_  
 Incumbent: \_\_\_\_\_ Date Signed: \_\_\_\_\_