

**JOB DESCRIPTION:** Lead Camp Counsellor, Summer Day Camps

**Reports to:** Camp Supervisor

**Position designation:** Temporary, Non-managerial, Full-time

**Salary Range:** \$15 - \$16 per hour

**Hours:** Up to 40 hours per week; July and August term

**Overview**

The Manor Park Community Council (MPCC) is a not-for-profit organization providing recreational and licensed child care programs to the greater community. The MPCC is comprised of a Board of Directors, paid employees, and volunteers. Key programs include: 'Before- and After-School in Manor Park', Manor Park Playschool, Summer Day Camps, as well as a variety of sessional art and sport activities. In addition, the MPCC organizes special events for the community. These include: Skating Party, and 'Rock the Block'.

The MPCC offers half day camps to children, aged 4-10 years, during July and August. Camps offer activities with a variety of sports or arts themes. Should a child be enrolled in both a morning and afternoon camp, a supervised lunchtime is provided.

Counsellors are responsible for brightening each camper's day by delivering programming with contagious enthusiasm. This is balanced by attention to safety and to the individual needs of campers. Success is measured by innovative programming, passionate delivery, increased enrollment and the return of enthusiastic participants.

**Essential Job Functions**

The responsibilities of this position will include, but not be limited to, the following:

**Programming**

- Planning daily programming in advance, in accordance to each camp's theme, with guidance from Camp Supervisor;
- Maintaining up to date program plans and instructions in programming binder;
- Maintaining preparation of materials log for staff to follow each morning;
- Create a monthly calendar of events for posting for Assistant Camp Counsellor, Focus on Youth (FOY), as well as parents;
- Share programming plans with Camp Supervisor in advance for approval (Friday afternoon for following week);
- Presenting plans to Assistant Camp Counsellor and FOY as required;
- Assigning daily duties to Assistant Camp Counsellor and FOY workers;
- Guiding Assistant Camp Counsellor and FOY workers during the day to complete appropriate tasks;
- Adapting programming weekly based on the needs or special consideration of participants;
- Adjusting programming plans based on recognized successes or failures from previous weeks;
- Creating a fun and safe environment which will complement program activities;
- Notifying Camp Supervisor of supply needs for camp activities, and

- Setting up and cleaning up of rooms, activity space and storage cupboards.

### **Interactions with Children**

- Ensuring the children's safety;
- Ensuring all children are accounted for;
- Ensuring the signing-in and signing-out of children is complete and accurate;
- Attending to minor First Aid needs;
- Being an enthusiastic leader;
- Engaging children in play and camp activities;
- Encouraging active involvement in problem solving;
- Encouraging children to be responsible for their actions;
- Providing children with a positive role model;
- Treating each child with respect and dignity;
- Practicing preventative behavioural strategies (setting up for success);
- Helping each child to feel welcome at camp and a part of the group;
- Considering each child in relation to his/her personal background;
- Promptly and professionally attending to discipline problems with children, and
- Referring any problems concerning children to the Camp Supervisor.

### **Working with Parents**

- Providing parents with a plan for the week's activities (posted monthly calendar of events);
- Communicating with parents about their child's weekly activities;
- Welcoming visiting families to the camp and greeting parents at drop-off and pick-up, and
- Referring any problems with parents to the Camp Supervisor.

### **Other**

- Familiarize self with any special needs, medical considerations or life-threatening allergies of children in attendance;
- Cleaning up of the Manor Park playground and splash pad area upon arrival each morning;
- Reporting graffiti or vandalism to the Camp Supervisor;
- Completing incident or injury reports (staff or children), where required;
- Ensuring log book is completed daily;
- Keeping rooms, equipment areas, cupboards and activity sites clean and organized;
- Following MPCC Policies and Procedures, and
- Understanding manuals and documentation associated with employment.

### **Requirements**

- Standard First Aid and CPR Level 'C' from a recognized agency;
- Valid 'Police Check';
- One (1) year experience working with groups of children;
- Ability to communicate effectively in English;
- Experience working as a member of a team;
- Ability to work independently within established procedural guidelines and/or written directions.

**JOB DESCRIPTION:** Assistant Camp Counsellor, Summer Day Camps

**Reports to:** Camp Supervisor

**Position Designation:** Temporary, Non-managerial, Full-Time

**Salary Range:** \$14 - \$15 per hour.

**Hours:** up to 40 hours per week; July and August term

### **Overview**

The Manor Park Community Council (MPCC) is a not-for-profit organization providing recreational and licensed child care programs to the greater community. The MPCC is comprised of a Board of Directors, paid employees, and volunteers. Key programs include: 'Before- and After-School in Manor Park', Manor Park Playschool, Summer Day Camps, as well as a variety of sessional art and sport activities. In addition, the MPCC organizes special events for the community. These include: Skating Party, and 'Rock the Block'.

The MPCC offers half day camps to children, aged 4-10 years, during July and August. Camps offer activities with a variety of sports or arts themes. Should a child be enrolled in both a morning and afternoon camp, a supervised lunchtime is provided.

Counselors are responsible for brightening each camper's day by delivering programming with contagious enthusiasm. This is balanced by attention to safety and to the individual needs of campers. Success is measured by innovative programming, passionate delivery, increased enrollment and the return of enthusiastic participants.

### **Essential Job Functions**

The responsibilities of this position include, but are not limited to, the following:

#### **Programming**

- Assisting with the implementation of programming in accordance with each camp's theme;
- Assisting with the preparation of materials for each day's activities;
- Review programming plans and instructions in programming binder, daily;
- Review schedule of the day on a daily basis and familiarize self with daily routine;
- Familiarize self with monthly calendar of events;
- Assist with daily duties (Implementing program plans, set up and clean up, maintaining safety, etc...)
- Assist in guiding Focus on Youth (FOY) workers during the day to complete appropriate tasks;
- Assist in adapting weekly plans based on the needs or special consideration of children;
- Assist in adjusting programming plans based on recognized successes or failures from previous weeks;
- Creating a fun and safe environment that complements program activities;
- Notifying Lead Camp Counsellor of supply needs for camp activities, and
- Assist in setting up and cleaning up of rooms, activity space and storage cupboards.

#### **Interactions with Children**

- Ensuring the children's safety;

- Assist in ensuring all children are accounted for;
- Assist in ensuring the signing-in and signing-out of children is complete and accurate;
- Attending to minor First Aid needs;
- Being an enthusiastic leader;
- Engaging children in play and camp activities;
- Encouraging active involvement in problem solving;
- Encouraging children to be responsible for their actions;
- Providing children with a positive role model;
- Treating each child with respect and dignity;
- Practicing preventative behavioural strategies (setting up for success);
- Helping each child to feel welcome at camp and a part of the group;
- Considering each child in relation to his/her personal background;
- Promptly and professionally attending to discipline problems with children, and
- Referring any problems concerning children to the Lead Camp Counsellor.

### **Working with Parents**

- Communicating with parents about their child's activities;
- Welcoming visiting families to the camp and greeting parents at drop-off and pick-up, and
- Referring any problems with parents to the Lead Camp Counsellor.

### **Other**

- Familiarize self with any special needs, medical considerations or life-threatening allergies of children in attendance;
- Cleaning up of the Manor Park playground and splash pad area upon arrival each morning;
- Reporting graffiti or vandalism to the Lead Counsellor;
- Notify Lead Camp Counsellor of any injuries or incidents (staff or children) and assisting in completing incident or injury reports, where required;
- Completing employee log book daily (Either Assistant or Lead Camp Counsellor to complete, as agreed upon daily);
- Assist in keeping rooms, equipment areas, cupboards and activity sites clean and organized;
- Following MPCC Policies and Procedures, and
- Understanding manuals and documentation associated with employment.

### **Requirements**

- Standard First Aid and CPR Level 'C' from a recognized agency;
- Valid 'Police Check';
- One (1) year experience working with groups of children;
- Ability to communicate effectively in English;
- Experience working as a member of a team;
- Ability to work independently within established procedural guidelines and/or written directions.