



Strathmore

TOWN OF STRATHMORE

JOB DESCRIPTION

JOB INFORMATION	
Position:	Summer Camp Counsellor
Reports To:	Sports Centre Manager
Position Type:	<input type="checkbox"/> Full Time Permanent (35 hours) <input type="checkbox"/> Full Time Permanent (40 hours) <input type="checkbox"/> Part Time Casual <input type="checkbox"/> Part Time Permanent <input checked="" type="checkbox"/> Full Time Limited Term (including FT Summer Students) <input type="checkbox"/> Part Time Limited Term (including PT Summer Students)

JOB SUMMARY	
Reporting to the Sports Centre Manager, the Summer Camp Counsellor will operate primarily out of the Strathmore Motor Products Sports Centre and will be responsible for assisting in the delivery of a safe, fun, experience-rich, summer camp experience. The Summer Camp Counsellor ensures the wellbeing and safety of all participants, facilitates games and activities, provides daily feedback to the Sports Centre Manager, and maintains a fun and inclusive environment for the participants.	

ESSENTIAL FUNCTIONS	
Description of the Function	
Camp Counselling:	<ul style="list-style-type: none">Implement daily camp programs for children ages 4-12 yearsEnsure the health and safety of the children participating in the summer camp programAct as a positive role model and leader at all timesActively participate in all camp-related activities (i.e., field trips, games, crafts, etc.)Ensure that all work areas are kept clean and organized and all equipment is well maintainedBuild positive relationships with camp staff, participants, and parentsFollow all Town of Strathmore policies and procedures as requiredOther duties as assigned
Safety:	<ul style="list-style-type: none">Participate in the Town's Health & Safety Program and follow all workplace procedures

COMPETENCIES AND BEHAVIOURS	
	<ul style="list-style-type: none">Ability to communicate effectively with camp participants, parents, and other staffAbility to adapt to changing needs and circumstances, including strong problem solving and conflict resolution skillsCoaching or leadership training and experience would be considered an asset, along with previous experience working with youth programs and youth with complex behavioural needs

REQUIREMENTS, EXPERIENCE AND EDUCATION	
	<ul style="list-style-type: none">Counsellors must be 16 years of age or older; one year or more of college/university preferredValid First Aid Certificate (including CPR)Must consent to disclosure of a Criminal Record Check

SCHEDULE

This is a seasonal position scheduled to start the end of June and will last until the end of August. This position is based on a 40-hour work week, Monday to Friday. Some overtime work may be required.

Manager Approval:

Name	Signature	Date
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Employee Acceptance:

Name	Signature	Date
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