



JOB DESCRIPTION

Position: Camp Director (Seasonal)

Department: Community Services

Reports to: Supervisor of Recreation, Programs and Community Liaison

Position Summary:

Under the general supervision of the Supervisor of Recreation, Programs, and Community Liaison, the Camp Director oversees the day-to-day operations of all day camps.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Assist with the interview and hiring process of Recreation Program Team Members – Camp Counsellors.
- Lead the training, coaching, and evaluation of Recreation Program Team Members – Camp Counsellors.
- Lead the planning, implementation, and evaluation of all day camp programs.
- Plan and lead staff meetings with day camp team.
- Responsible for scheduling day camp staff, field trips, bussing, pool visits, and any other camp related items that may need scheduling.
- Assist with day camp equipment and supplies ordering.
- Responsible for ensuring Camper and staff safety through the application of due diligence and risk management practices. Ensure the safe operation of municipal recreation equipment and facilities by applying safe work methods and procedures.
- Responsible for maintaining a high level of positive customer service by acting in a frontline service capacity dealing with campers, parents/guardians, service representatives, and agency contacts.
- Complete and/or coordinate all summer day camp related documentation such as: accident/incident reports, behaviour reports, and complaint reports as may be required.
- Perform such other related duties as may be assigned from time to time.



Qualifications:

- ❑ OSSD or post-secondary diploma.
- ❑ Minimum of 3 years of day camp experience.
- ❑ Must be competent within the meaning of the Occupational Health and Safety Act.
- ❑ Must have a valid Class “G” Ontario Driver’s licence.
- ❑ Knowledge of the methods, procedures, principles, and practices involved in the operations of a day camp program.
- ❑ Excellent customer service skills.
- ❑ Ability to use computers and related software.
- ❑ Provide a satisfactory Vulnerable Sector Check prior to starting employment.
- ❑ Valid First Aid and CPR certification.

PREPARED BY: William Versloot Human Resources Generalist

APPROVED BY: Greg McClinchey Chief Administrative Officer

UPDATED: February 2019

SUPERSEDES DATE: July 2018