

**MUNICIPALITY OF HURON EAST
JOB DESCRIPTION**

POSITION TITLE:	Summer Day Camp Counselor	
Department:	Community Services	
Reports to (Title)	Aquatic Facility Supervisor	
Job Description last updated on (Date):	May 31, 2023	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Full-Time Seasonal
Primary Work Location	Vanastra Recreation Centre
Pay Method (salary/hourly)	Hourly
Normal Workweek (# of hours)	40 hours / week
Overtime Status (paid/unpaid/rate/after x# hours)	Paid after 44 hours/week
Benefits:	OMERS? YES Group Benefits? NO

GENERAL DESCRIPTION (OVERVIEW) OF POSITION
The Summer Day Camp Counsellor provides activities and supervision to children registered in the Municipality’s Summer Day Camp Program.

1.	Key Responsibilities
	<ul style="list-style-type: none"> i. Implements activities including games, crafts, and local outings; ii. Engages in all activities with participants throughout the day; iii. Assists with maintaining accurate program records including attendance, incidents, etc.; iv. Supervises children attending the Summer Day Camp program; v. Ensures program area remains clean and free of litter; vi. Responds to parent/guardian questions and concerns to ensure customer satisfaction; vii. Role models appropriate behavior at all times; viii. Understands and abides by all municipal policies and procedures; ix. Performs other related duties as assigned.

SECTION A: SKILLS

1.	Knowledge
a)	Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)
	<ul style="list-style-type: none"> • Completion of Grade 10

b)	Formal Training (designation(s) or certification(s)) required:	
	<ul style="list-style-type: none"> • Some post-secondary education in Child/Youth worker or related field an asset • Must have and maintain a clear Criminal Reference Check with Vulnerable Sector 	
c)	Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.	
	<ul style="list-style-type: none"> • Must be competent within the meaning of the Occupational Health & Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality. • Must ensure a high level of confidentiality, integrity and professionalism at all times. 	
d)	Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands	
	Time Management	Work independently and with others.
	Excellent Communication Skills	Excellent Organizational Skills
	Problem Solving Skills	Ability to Multi-Task

2.	Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:
	<ul style="list-style-type: none"> • Decisions are of a simple nature. This position is not empowered to act without Managerial approval with respect to major/complex issues.

3.	Communication – written, verbal and interpersonal
	a. Strong written, verbal and interpersonal skills
a)	Internal contacts (council, managers, non management staff)
	Managers, and non-management staff
b)	External Contacts (general public, suppliers, government, professionals, boards, etc)
	General public
	Nature of the communication:
	<ul style="list-style-type: none"> • Basic communications

SECTION B: EFFORT

1.	Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.
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- Concentration required at times
- Some complexity to work, analysis and problem solving.

2. Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.

- Routine physical activities including standing, walking, bending, reaching, stretching, pushing, pulling, and working in awkward positions

SECTION C: RESPONSIBILITY

1. Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning

- Performing of duties has an immediate effect on the provision of programs/services.
- Frequent contact with the public.

2. Human Resources: personnel policies and procedures, supervision, health and safety, training

- Expected to adhere to the policies and procedures as outlined by the Municipality.

3. Material & information resources – equipment, property, data records and software, confidentiality

- Responsible for storage, maintenance, and inventory of materials for the department
- Aids in the record-keeping for the Day Camp program
- Responsible for reporting unmaintained, potentially dangerous property or equipment that could affect the safety of the public and/or staff.
- Uses small equipment safely
- Provides input for policies and procedures relating to department

4. Financial Resources – budgets, treasury, accounting and confidentiality

- Works to keep operational costs within scope of Municipal budget

SECTION D: WORKING CONDITIONS

1.	Physical surroundings and hazards
<ul style="list-style-type: none"> • Works in a pleasant physical environment. • Some outdoor work causing exposure to inclement weather, and extreme temperatures for periods of time • Minimal use of hazardous workplace materials, including chemical cleaning products. • May be exposed to biohazardous materials, including bodily fluids, vomit, urine etc., requiring appropriate handling and disposal 	
2.	Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption
<ul style="list-style-type: none"> • Frequent contact with the public. • Normal deadline requirements; 	

SECTION E: APPROVAL

Employee Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Name	
Signature	
Date	

Supervisor Approval	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	

Next Level of Supervision (If applicable)	
I have reviewed the above job description and agree it is accurate and complete.	
Supervisor Name	
Supervisor Signature	
Date	