

## MUNICIPALITY OF HURON EAST

### JOB DESCRIPTION

<b>POSITION TITLE:</b>	Summer Day Camp Leader	
<b>Department:</b>	Community Services	
<b>Reports to (Title)</b>	Aquatic Facility Supervisor	
<b>Job Description last updated on (Date):</b>	July 6, 2023	

POSITION DETAILS	
Position Status (full-time/part-time/seasonal)	Full-Time Seasonal
Primary Work Location	Vanastra Recreation Centre or Brussels Morris and Grey Community 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 Leader provides activities and supervision to children registered in the Municipality's Summer Day Camp Program. The Summer Day Camp Leader is responsible for the safety and supervision of all day camp staff and program participants.

<b>2.</b>	<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>i. Plans, organizes and implements activities including games, crafts, and local outings;</li> <li>ii. Engages in or leads all activities with participants throughout the day;</li> <li>iii. Assists with maintaining accurate program records including attendance, incidents, etc.;</li> <li>iv. Supervises children attending the Summer Day Camp program;</li> <li>v. Ensures program area remains clean and free of litter;</li> <li>vi. Responds to parent/guardian questions and concerns to ensure customer satisfaction;</li> <li>vii. Role models appropriate behavior for staff and participants at all times;</li> <li>viii. Understands and abides by all municipal policies and procedures;</li> <li>ix. Performs other related duties as assigned.</li> </ul>	

### SECTION A: SKILLS

<b>1.</b>	<b>Knowledge</b>
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<b>a)</b>	<b>Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)</b>								
	<ul style="list-style-type: none"> <li>Completion of Grade 12, preference to students enrolled in a University/College program</li> </ul>								
<b>b)</b>	<b>Formal Training (designation(s) or certification(s)) required:</b>								
	<ul style="list-style-type: none"> <li>Must have and maintain a clear Criminal Reference Check with Vulnerable Sector</li> <li>Some post-secondary education in Child/Youth worker or related field and asset</li> </ul>								
<b>c)</b>	<b>Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.</b>								
	<ul style="list-style-type: none"> <li>Must be competent within the meaning of the Occupational Health &amp; Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality.</li> <li>Must ensure a high level of confidentiality, integrity and professionalism at all times.</li> </ul>								
<b>d)</b>	<b>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</b>								
	<table> <tr> <td>Time Management</td><td>Work independently and with others.</td></tr> <tr> <td>Excellent Communication Skills</td><td>Excellent Organizational Skills</td></tr> <tr> <td>Leadership Skills</td><td>Ability to Multi-Task</td></tr> <tr> <td>Problem Solving Skills</td><td>Attention to Detail</td></tr> </table>	Time Management	Work independently and with others.	Excellent Communication Skills	Excellent Organizational Skills	Leadership Skills	Ability to Multi-Task	Problem Solving Skills	Attention to Detail
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<b>2.</b>	<b>Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:</b>
	<ul style="list-style-type: none"> <li>Decisions are of a simple nature. This position is not empowered to act without Managerial approval with respect to major/complex issues.</li> </ul>

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

## SECTION B: EFFORT

<b>1.</b>	<b>Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.</b>
	<ul style="list-style-type: none"> <li>• Concentration required at all times</li> <li>• Some complexity to work, analysis and problem solving.</li> </ul>
<b>2.</b>	<b>Physical &amp; Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.</b>
	<ul style="list-style-type: none"> <li>• Routine physical activities including standing, walking, bending, reaching, stretching, pushing, pulling, and working in awkward positions</li> </ul>

## SECTION C: RESPONSIBILITY

<b>1.</b>	<b>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</b>
	<ul style="list-style-type: none"> <li>• Performance of duties has an immediate effect on the provision of programs/services.</li> <li>• Frequent contact with the public.</li> </ul>
<b>2.</b>	<b>Human Resources: personnel policies and procedures, supervision, health and safety, training</b>
	<ul style="list-style-type: none"> <li>• Expected to adhere to the policies and procedures as outlined by the Municipality.</li> </ul>
<b>3.</b>	<b>Material &amp; information resources – equipment, property, data records and software, confidentiality</b>
	<ul style="list-style-type: none"> <li>• Responsible for storage, maintenance, and inventory of materials for the department</li> <li>• Aids in the record-keeping for the Day Camp program</li> <li>• Responsible for reporting unmaintained, potentially dangerous property or equipment that could affect the safety of the public and/or staff.</li> <li>• Uses small equipment safely</li> <li>• Provides input for policies and procedures relating to department</li> </ul>
<b>4.</b>	<b>Financial Resources – budgets, treasury, accounting and confidentiality</b>

- Works to keep operational costs within scope of Municipal budget

## **SECTION D: WORKING CONDITIONS**

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

## **SECTION E: APPROVAL**

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

  

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

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