

Village of New Minas

Job Description

New Minas



Job Title: Summer Camp Leader

Work Location: Louis Millet Community Centre

Division/Department: Recreation

Reports to: Director of Recreation & Community Development

Part Time: 9-week term, 8 positions available

Hours: 40-45hrs/week

Start Date: June 26, 2023

Wage: \$15.00/hr

Essential Duties and Responsibilities:

Village of New Minas is seeking energetic, reliable leaders to facilitate summer camp at the Louis Millet Community Centre. Reporting to the Summer Camp Section Coordinator and Director of Recreation & Community Development, the summer camp Leader is responsible for creating a fun and inclusive environment for all participants.

Responsibilities:

- Fostering positive relationships with children ages 4 years – 12 years
- Responsible for the care, nurturing, supervision, and safety of all participants
- Actively engaging in programs with children to promote participation
- Ensuring spaces are clean and tidy during programming and at end of day
- Submitting incident reports to Camp Section Coordinator
- Maintaining confidentiality
- Communicate needs to Camp Coordinator as appropriate
- Maintain positive relationships with teammates, participants, and families.
- Attending staff development training and meetings as needed

Skills & Qualifications:

- Experience working with children ages 4 years – 12 years
- Ability to adapt and think quickly in stressful situations
- Experience facilitating programs with youth
- Excellent communication and conflict resolution skills
- Creative and adventurous

Additional Requirements:

- Available for program hours (7:30am to 5pm - Mon – Fri)
- Clear Vulnerable Sector Search
- Child Abuse Registry Check

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| Print Employee Name: | |
| Employee signature: | Date: |
| Date Job Description Reviewed: | January 6, 2023 |