

57 Jarvis Lane,
Halifax NS, B3K 3J3
Email: caring.learning@eastlink.ca
Phone: (902)-453-5089



Summer Student Day Camp Leader

Position: Day Camp Leader (1 position)

Supervisor: Program Coordinator

Hours of Work: Normal Hours of work are from Monday to Friday, 9:00 am to 3:30pm, with flexibility.

Wage: \$18.50 (8 weeks)

Start Date: June 26th, 2023.

Job Description

Under the direct supervision of the Community Recreation Coordinator, the Day Camp Leader will be responsible to oversee the successful implementation of the Mulgrave Park Caring and Learning Centre's Day Camp Program. This is done through careful and creative planning and promotion allowing for a fun and safe experience for the Day Campers.

Desired Qualities/Qualifications

- High School completion and enrolled in post-secondary education.
- Previous experience working with children is a must.
- Previous experience in a day camp setting is desired.
- A team player, who is willing to work with others, including other staff members, parents/guardians, and the public.
- The Day Camp Coordinator will need a friendly, trustworthy, and honest personality.
- First/Aid CPR level C is desired or a willingness to obtain.
- Also, must have criminal reference check and child abuse registry check.

Duties

Responsibilities include, but are not limited to the following:

- Programming
- To identify and confirm all resources required for the program, finances, transportation, equipment, supplies, facilities, leaders, special guests, and so on.
- To attend all day camps for their duration
- Ensure that all activities are carried out.
- To purchase equipment and supplies as necessary.
- To evaluate the program, as required, through the departmental evaluation process.
- To ensure the safety of all activities and that the first aid kit is ready and available.
- To follow safety guidelines and procedures
- To report all problems, concerns, criticisms, and compliments to the Community Program Coordinator

See back for more information...

Administrative

- To adhere to the programs budget
- To attend staff meetings
- To follow policies and procedures set forth by the department.
- To maintain up to date records/files for the program and participants

Public Relations/Promotions

- To interact with parents/guardians and campers on a regular basis, and ensure leaders are doing so, as well.

Supervisory

- To develop staff schedules
- To supervise Day Camp leaders
- To evaluate staff, as required
- To act as a resource for camp counsellors

The Summer Camp Leader will be responsible for performing all duties as listed and other duties as requested by the Program Coordinator.

To Apply:

Please drop off your cover letter and resume to the Mulgrave Park Caring and Learning Centre (57 Jarvis Lane) or email it to our Executive Director, AJ Simmonds caring.learning@mulgravepark.ca

Please note that only those selected for an interview will be contacted.