



DAY CAMP SUPERVISOR SUMMER STUDENT POSITION

Welcome to Arran-Elderslie! Rolling hills, rivers, streams, agricultural land and small communities make up the landscape of our Municipality. The small-town safety, healthy lifestyle, rural living, proximity to career opportunities as well as welcoming residents makes Arran-Elderslie a great place to live. Arran-Elderslie is located in Bruce County and is home to approximately 7,000 residents and includes communities of Tara, Chesley and Paisley.

The Municipality of Arran-Elderslie invites qualified applicants for the position of Day Camp Supervisor. Reporting to the Manager of Facilities, Parks & Recreation and/or Program Coordinator, the Day Camp Supervisor will be responsible for ensuring quality and to oversee the supervision and safe operation of all camp programs within the Municipality of Arran-Elderslie

GENERAL DUTIES

- Responsible for the planning and implementation of day camp weekly, daily and occasional program plans, including staff scheduling.
- Direct supervision of day camp staff including taking a lead role in the development and implementation of staff trainings and meetings.
- Encourage and assist in maintaining high standard of morale, enthusiasm and teamwork.
- Develops marketing initiatives for camp programs and established community publicity partnerships.
- Ensures quality level of programs and public service.
- Responds to public inquiries, problems and emergency situations.
- Daily supervision of staff and participants.
- Must be returning to school.
- Other duties as required.

KNOWLEDGE/QUALIFICATIONS

- Minimum of three (3) years of frontline camp program experience or one (1) year experience in a classroom setting.
- Enrolled in an applicable post-secondary program is an asset.
- Strong leadership, organizational, problem solving and public relation skills are essential.
- Excellent keyboarding skills and knowledge of a variety of word processing programs is required.
- Attention to detail, time management and planning skills are necessary.
- Candidate must be highly motivated and possess work experience in an independent setting with minimal supervision.
- Valid Standard First Aid and CPR Level C.
- High Five Principles of Healthy Child Development Certification is an asset.
- Possess a Vulnerable Sector Screening Check with results satisfactory to the Municipality of Arran-Elderslie.
- Strong understanding of health and safety standards.

If you are looking for an opportunity, please submit your resume and cover letter in confidence to the undersigned by February 3, 2025 at 12:00 p.m. via e-mail or regular mail. It should be noted that only those individuals selected for an interview will be contacted.

Salary - \$20.70/hr. to \$21.70/hr.

Subject: **Day Camp Supervisor**
Human Resources
1925 Bruce Road 10, Box 70
Chesley, ON N0G 1L0
(519) 363.3039
hr@arran-elderslie.ca

A copy of the job description is available by visiting
www.arran-elderslie.ca/careers.