



## JOB DESCRIPTION

### Day Camp Leader

<b>POSITION TYPE:</b>	Full Time – Seasonal 1 position: June 3 – August 23, 2024 2 positions: July 2 – August 23, 2024 (job sharing possible)
<b>REPORTS TO:</b>	Tiger Hills Recreation District Recreation Director
<b>HOURS:</b>	35 – 40 hours per week Monday through Friday
<b>RATE OF PAY:</b>	\$16.00 - \$19.00/hour
<b>PROGRAM LOCATION:</b>	Communities throughout the Tiger Hills Recreation District (THRD office in Treherne, with possible program requirements in Treherne, Holland, Cypress River, and Rathwell)
<b>DEADLINE TO APPLY:</b>	March 15, 2024, or until positions are filled.

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#### DESCRIPTION

Tiger Hills Recreation District (THRD) is seeking enthusiastic, attentive summer staff to lead, support and motivate children and youth as they enjoy all that is offered through our various programs. The Day Camp Leaders will work collaboratively with other staff to help plan programs, participate in programming, and monitor participants. The Day Camp Leaders should be positive, proactive, and caring, while providing the best possible participant experience.

#### ROLE AND RESPONSIBILITIES

- To participate in training and orientation activities as deemed necessary for the position.
- To assist with the planning, implementation, and delivery of Day Camp and summer programs for children/youth (ages 3 – 14), including:
  - Work cooperatively with fellow staff to create a program plan of daily activities for the camp program.
  - Punctuality and ensuring all necessary supplies are in place and materials prepared daily.
  - Assist in the daily arrival registration and departure of camp participants.
  - Provide direct leadership to an estimated 10 - 20 children/youth, enrolled in each camp, in the areas of crafts, excursions, games, sports, theatrical activities, leisure pursuits, etc.
  - Actively participate in games and activities with program participants.
  - Create a fun atmosphere while maintaining order and discipline.

- Ensure the safety and welfare of program participants, enforcing rules and providing corrective action when necessary.
  - Be responsible for the care and upkeep of all supplies, equipment, and facilities.
  - Maintain attendance and safety reports, and complete reports on activities as required.
- To assist with additional programming where requested.
  - To complete administrative tasks such as creating promotional materials, record keeping, report writing, correspondence and answer phones as required.

## **WORK ENVIRONMENT**

- General work hours are 8:30 am – 4:30 pm.
- Some requirements to work irregular hours to deliver specific programs (programming to be determined).
- Physically demanding - must be able to maintain physical activity with children, leading and coaching through activities and programs.
- May occasionally require lifting objects up to 30 lbs.
- Indoor and outdoor work environment.
- Ability to work independently, as well as part of a team.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Relates positively with children.
- Effective verbal and written communication skills.
- Ability to work successfully independently and in a cooperative, team atmosphere.
- Knowledge and skills in a variety of program areas (i.e., outdoor play, sports, games, art, etc.).
- Ability to handle injuries or high emotion situations with children.
- Self-motivated, energetic, resourceful.

## **REQUIREMENTS**

- This position is funded under Manitoba Green Team/Canada Summer Jobs and as such, to be eligible, applicants must:
  - be between 15 and 29 years of age at the start of the employment;
  - have a certificate of completion for the Young Worker Readiness Certificate course if 15 years of age;
  - be a resident of Manitoba and legally entitled to work in Canada;
  - Successful completion of Criminal Record Check (age 18+) and Child Abuse Registry Check.
- Valid First Aid Certificate.
- Access to transportation to the office and program sites. (*Mileage is reimbursed for travel required from the office to program sites.*)
- Previous experience coordinating, implementing and supervising children's recreational and/or outdoor programming or experience/interest in Early Childhood Education, Recreation and Leisure, or Education would be considered an asset.