



Township of Huron Kinloss

Day Camp Leader  
Open Availability

Reports to Admin Assistant/Program  
Coordinator

This position is responsible for initiating the Wolf Cub Adventure Camp program and to provide support for the Day Camp Coordinator.

Responsibility	Tasks
Program Implementation	Greet and welcome all campers, and parents each day in a professional manner
	Participate in the weekly program plans, as developed. These include weekly field trips to local splash pads, swimming pools, bus trips etc.
	Assist and participate in the weekly activities, such as games, crafts, and free play etc.
	Enforce the camp rules as set out by the day camp coordinator
	Responsible for the safe arrival and the safe departure of all participants
	Assist the coordinator in addressing issues that may arise from staff, campers and volunteers
	Available to assist day camp coordinator with parent/guardian inquiries and concerns

Maintenance	Inventory and track all supplies, ensuring sufficient supplies for each weeks activities
	Ensure the workspaces and program activity areas are tidied after each activity
	Assist campers with their personal items, to ensure minimal lost and found items
Team Work	Working cooperatively with others to ensure all required tasks are completed on a daily basis
	Compliance with organizational policies and related legislation
Other duties as assigned	
Qualifications	<p>High School or Post-Secondary Education  Experience dealing with the public and school age children  First Aid Certificate  Strong verbal and non-verbal communication skills  A completed vulnerable sector check</p>

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.