



## **Town of Blackfalds**

### **Position Description**

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<b>Title:</b>	Day Camp Leader (Seasonal)
<b>Reports To:</b>	Guest Services Officer
<b>Direct Reports:</b>	None
<b>Position Summary:</b>	Responsible for ensuring a safe, caring and successful environment for participants involved in the Camp Curious program during the summer months. Leaders provide the opportunity to participate in a variety of recreational, cultural and educational programs. Leaders assist in the implementing and facilitation of the day camp experience.

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### **Required Knowledge, Skills and Abilities**

- Must believe ALL CHILDREN are capable of success, No Exceptions!
- Commitment to continuous improvement and excellent guest service
- Proven ability to deal directly with staff and public in a courteous and friendly manner
- Ability to relate well with children between ages of 6-10 years.
- Efficient and effective communication, interpersonal and listening skills with the ability to ask questions
- Strong teamwork and cooperation skills
- Excellent skills in decision making, planning, organizing and problem-solving
- Knowledge of developmental abilities and age-appropriate activities
- Ability to adapt to changing needs of the program and/or participants
- Ability to work efficiently and effectively without constant direct supervision

### **Position Requirements**

- Supervising up to 20 children ages 6-10 as part of a team while implementing the camp plan as developed by the Children's Services Programmer.

- Being actively engaged in the safety, well-being and development of the children in the program. This also includes attending to their physical and emotional needs.
- Encouraging children's social, physical and emotional development in a positive manner.
- Preparing and maintaining program equipment, supplies and program space.
- Resolving inquiries, concerns and complaints either directly or by referring to senior staff member as required.
- Preparing written correspondence such as incident reports as required.
- Along with other staff ensuring appropriate use of facility by guests and enforces facility guidelines and rules.
- Performing other related duties and responsibilities as required.
- Encouraging parent evaluation of the day camp experience.
- Following all safety practices and provincial legislation
- Following a positive and proactive guest services philosophy throughout the department

### **Preferred Education and Experience**

- Grade 12 student or College/University student currently enrolled in one of the following Post-Secondary Programs:
  - a. Recreation
  - b. Education
  - c. Early Childhood Development
  - d. Physical Education
- Additional Requirements
  - a. Must be a minimum of 16 years of age
  - b. Standard First Aid with CPR "C" and AED
  - c. RCMP Criminal Record Check with Vulnerable Sector Screening
  - d. Valid Driver's License with current Driver's Abstract
  - e. Child Intervention Check (under 18 exempt)

### **Physical Demands**

- Light work, occasionally lifting to 20 lbs
- Standing for periods of time

- Exposure to cleaning solutions

### **Work Environment**

- Very dynamic work environment.
- The noise level in the work environment is quiet to loud.

### **Conclusion**

This position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This position description is intended to convey information essential to understanding the scope, the general nature and level of work expected to be performed.



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Director of Community Services

Approved/Revision Date: November 30, 2018