



TOWN OF BLACKFALDS EMPLOYMENT OPPORTUNITY

Blackfalds is one of Canada's youngest and fastest growing communities; with a population of 10,125 and a growth rate of 2.11% in 2018.

Ideally situated in Central Alberta, midway between Alberta's two largest urban Centres, Blackfalds retains the feel and security of a small-town while being only a short drive from urban amenities of post-secondary education, regional scale shopping outlets and entertainment.

Outstanding recreational opportunities, a robust and diversified economy and affordable land and housing are among the factors contributing to our thriving, successful, and dynamic community.

If you are looking to be a part of a hardworking and fun loving team in our community, please learn more about the Town of Blackfalds at www.blackfalds.com. We look forward to receiving your résumé!

Day Camp Leader – Seasonal - Abbey Centre

Position Summary: The Town of Blackfalds is looking for a team player to fulfill the Day Camp Leader Seasonal position. Reporting to the Guest Services Officer, the Day Camp Leader is 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.

Requirements and Qualifications: As part of the Children Services team you can relate well with children of ages 6-10 years. You will possess strong communication and interpersonal skills, and the ability to create activities for varying developmental abilities and ages. You will possess strong skills in time management, organization skills, and strong customer service skills.

You possess a certificate/diploma or related work experience in: Recreation; Education; Early Childhood Development &/or Physical Education. You have proven ability to provide courteous and friendly customer services.

Hours of Work: This is a seasonal position within the Town of Blackfalds CUPE Local 417 Collective Bargaining Agreement.

Hourly Wage: The hourly wage range for this position is \$15.96 to \$17.96 per hour as per the CUPE Local 417 Collective Agreement 2019-2021.

How to Apply: The Town of Blackfalds is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume to the address below. If applying by e-mail, please ensure your name and the job title is included in the subject line. Position will remain open until a suitable candidate is identified.

Reminder of pre-employment requirements: First Aid & CPR with AED, Criminal Record Check, Vulnerable Sector Search; Intervention Record Check; valid Class 5 Alberta Driver's License and satisfactory Driver's Abstract.

We appreciate and consider all applications, however only candidates selected for an interview will be contacted.

Town of Blackfalds, Box 220, 5018 Waghorn St, Blackfalds AB, T0M 0J0
Attention: Human Resources P. 403.885-4677 (ext.6366)
Email: hr@blackfalds.com website: www.blackfalds.com Fax: 403.885.6243



Town of Blackfalds
Position Description

Title:	Day Camp Leader
Reports To:	Guest Services Officer
Direct Reports:	None
Position Summary:	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.

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