



## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> Camp Director	<b>CLASSIFICATION:</b> Seasonal/Camp
<b>DEPARTMENT:</b> Parks, Recreation & Culture	<b>SALARY LEVEL:</b> \$18.00/hr
<b>LOCATION:</b> King Municipal Office 2585 King Road, King City	

### **JOB PROFILE:**

#### **Function:**

Responsible for the coordination and supervision of multiple camp locations for the Township of King Summer Day Camps program with responsibilities including but not limited to program planning, program delivery, administration and staff and participant supervision. Oversees up to 125 campers ranging from 4 to 14 years of age, while supervising, mentoring and coaching up to 15 staff including program coordinators, counsellors, inclusion and volunteers. Responsible for the safety and wellbeing of registered participants at all times.

#### **Reports to:**

- Recreation Services Supervisor

#### **Supervision Responsibilities:**

- None.

#### **Duties and Responsibilities:**

- Provides leadership and guidance to staff and volunteers. Performs weekly and year end staff evaluations.
- Organizes special events, special guests, and camp-wide initiatives.
- Monitors the use of equipment and supplies, conducts inventory counts and re-stocks as needed.
- Supervision of on-site and off-site camps and staff.
- Responds to inquiries from parents/guardians and public.
- Completes related administrative tasks, including camp promotion, registration, programming, reports, cash handling, etc. in a timely manner.
- Deals courteously and effectively with the general public, staff and other departments.
- Staff will follow and practice the HIGH FIVE – Principles of Healthy Child Development (Participation, Play, Mastery, Friends, and Caring Adult).

- Assists with the development and implementation of camp staff and volunteer training.
- Reports all concerns, accidents and incidents to immediate supervisor for follow up and take appropriate action.
- Hours of work will be between 7:00AM – 6:00PM, Monday to Friday. Travel between work sites during shift.
- Understands, adheres to, and enforces Corporate Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health & Safety Standards for all participants and staff.

**Qualifications:**

- Minimum of 18 years of age.
- Must have completed two (2) years of a University or College program.
- Knowledge of and experience with camp programs i.e. crafts, sports, games, special events and preschool activities.
- Ability to design, organize and implement a comprehensive camp program.
- Strong leadership skills.
- Ability to supervise others effectively.
- Excellent public, communication, leadership and customer service skills.
- Ability to problem solve effectively.
- Valid First Aid and CPR C Certificate.
- High Five Principles of Healthy Child Development Certification.
- Quest 2 Certification.
- Valid Class 'G' Driver's License and access to own vehicle.
- Driver's Abstract required upon request.

**Conditions of Employment:**

- Required to work outside and follow all operating procedures and safety policies of the Township of King.
- Required to deal courteously and effectively with the general public, staff and other departments.
- Upon hire, completion of HIGH FIVE Principles of Healthy Child Development, Quest 2, Standard First Aid and CPR C and submission of a Vulnerable Sector Screening are required.
- Must be available for all weeks of the contract period.
- Must be available for an interview on either Saturday, March 2<sup>nd</sup> or Sunday, March 3<sup>rd</sup>

**Period of Employment:**

May 6, 2019 – September 6, 2019

**Application Process:**

To apply for this position please email a copy of your resume to hr@king.ca prior to February 15, 2019. When submitting your application, please clearly specify the position you are applying to.

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Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_