



*Making life better in King*

## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

**JOB TITLE:** Cooking Camp Program Coordinator

**CLASSIFICATION:** Contract/Seasonal

**DEPARTMENT:** Community Services

**SALARY LEVEL:** \$18.70/hour

**LOCATION:** Various Location Across the Township

### JOB PROFILE:

#### **Function:**

Responsible for, but not limited to, the overall direction, organization, and supervision of a summer camp program. Designs a Cooking specialty camp program and instructs staff and children in one or more program areas. This position supervises counselors to ensure staff are engaging campers in fun and stimulating activities. The Camp Program Coordinator provides a friendly, safe, and welcoming environment for campers and volunteers.

#### **Reports to:**

- Lead Hand- Camps & General Interest Services

#### **Supervision Responsibilities:**

- None

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

- Supervises activities for all designated campers.
- Assists with the supervision of summer Camp Counsellors and Volunteers.
- Provides break coverage to summer Camp Counsellors in designated camps.
- Assists with the development of summer Camp Counsellor training.
- Attends weekly meetings to receive camp-wide updates.
- Provides weekly, mid-summer, and year end evaluations of counsellors.
- Travels with the camp they oversee to any off-site activities.
- Manages, uses and distributes program supplies.
- Provides mentorship and guidance to volunteers.
- Models and practices HIGH FIVE®- Principles of Healthy Childhood.
- Development (Participation, Play, Mastery, Friends, and Caring Adult).
- Assists with management of camp administrative documents.
- Provides a safe, fun, and structured program.
- Develops detailed plans and organizes specialty instruction in the following areas:
  - Sports/Outdoor Games
  - Cooking & Baking

- Youth
- Preschool
- Traditional
- Performs other related duties as required.

**Qualifications:**

- Minimum age of 18 years or older.
- Minimum of two (2) years' experience instructing children in specialty programs.
- Excellent communication, programming, and leadership skills.
- Minimum of two (2) years of leadership or counselling experience in a camp environment.
- Valid Class G License and access to own vehicle.
- Valid First Aid & CPR-C Certification.
- Food Handlers certification is considered an asset.
- HIGH FIVE® Principles of Healthy Child Development (PHCD) certification; Quest 2 certification an asset.

**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-Cand submission of a Vulnerable Sector Screening are required.
- Must be available to work all fourteen (14) weeks of the contract and staff training on weekends.
- Hours of work will be between 7:30AM- 6:00PM, Monday to Friday.
- Work at various locations throughout the Township as required.

**Period of Employment:**

Anticipated: May 26, 2025 - August 29, 2025

**Application Process:**

To apply for this position please email a copy of your resume prior to **March 14, 2025, by 4:30pm**, to [hr@king.ca](mailto:hr@king.ca). 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: \_\_\_\_\_