



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Summer Camp Leader

## Castlegar & District Community Complex

### *Job Description*

**TITLE OF IMMEDIATE SUPERVISOR:** Recreation & Cultural Programmer

**TITLE OF IMMEDIATE SUBORDINATES:** N/A

**DEPARTMENT:** Community Services

**SHIFT/HOURS OF WORK:** 20-40 hours per week term position. Assigned shifts may include days, evenings and weekends and will be scheduled on an as needed basis.

**WAGE:** 14.61/hr

### **SUMMARY OF POSITION:**

Under the direction of the Recreation & Cultural Programmer and/ or the Summer Camp Coordinator, the Summer Camp Leader is responsible for the supervision and instruction of the Castlegar & District summer recreation camps and or programs. The employee is responsible for the program planning, general safety and overall enjoyment of the patrons attending the program.

**Candidate must be a full time university/post secondary student returning to school in the fall.**

### **DUTIES AND RESPONSIBILITIES:**

Duties and Responsibilities include but are not limited to:

1. Ensure designated areas are free of hazards and are safe to operate on a daily basis
2. Role modeling of appropriate behaviour and use of appropriate language at all times
3. Enforce BC Work Safe and Occupational Health & Safety Guidelines at all times
4. Do a daily inspection of the emergency equipment to ensure all is in place and in good order prior to program start
5. Provide first aid when needed
6. Fill out all Incident or First Aid Reports and provide reports to direct supervisor as soon as possible
7. Provide a fun, inclusive and non-competitive environment for children and peers
8. Build rapport and meaningful relationships with children and parents during summer day camps
9. Plan program activities based on program descriptions provided by the Recreation & Cultural Programmer and/or the Summer Camp Coordinator
10. Set up and take down of program equipment each day
11. Ensure all participants are registered
12. Communicate behaviour concerns with parent/guardian of children in the program in appropriate format. Fill out Incident reports when needed and discuss with supervisor as soon as possible
13. Provide a high level of understanding to all children, parents/guardians with summer camp concerns and feedback. Use positive behaviour management styles to deal with challenging patron behaviours and communication exchanges
14. Bring summer camp customer concerns, ideas and suggestions to the Recreation & Cultural Programmer to improve overall program services



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**  
**Summer Camp Leader**  
**Castlegar & District Community Complex**  
*Job Description*

---

- 15. Remain flexible and willing to learn new skills
- 16. Communicate via email, phone and in person with co-workers and supervisors

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- CPR “C” – C & AED and Standard First Aid certification or equivalent
- Strong verbal communication skills, including excellent customer service skills
- Proficiency and confidence in working with children 6 to 12 yrs of age
- Ability to demonstrate program planning skills
- Ability to problem solve
- Ability to work independently
- Ability to demonstrate leadership skills
- Ability to lift up to 50 lbs
- Satisfactory Criminal Record
- Caregiver Certificate or equivalent would be considered an asset
- National Coaching Certificate Program certificate, recreation leadership training, i.e. High Five, Fundamental Movement Skills or other Sport For Life program certificate would be considered an asset.
- Water Safety Instructor (WSI) Certification may be a requirement for some of our camps

**ACCEPTANCE**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Representative Name

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Date