

## HEAD CAMP LEADER

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### Summary

Reporting to the Recreation & Wellness Programmer this position will supervise and work with the Camp Leaders to serve campers and parents. The general duties of the Head Camp Leader involves the overall care, safety and supervision of a group of 5 to 30 campers. Camp Leaders will accompany their campers to program areas and supervise behaviour in programs, while also taking an active role in the activities. Camp Leaders will assist the Head Camp Leader in implementing age appropriate activities. Camp Leaders will assist as needed during lunch, snack times and with special events and trips.

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### General Duties

The duties of the Head Camp Leader involves the welfare and supervision of a group of 5 to 30 campers and a staff of 5-7 Camp Leaders.

- Coordinate program outings and special events as well as plan, review and approve weekly program schedules.
- Process registration forms, fees and track daily attendance as well as collect and file all forms (i.e. safety, incident, damage, medical application and consent forms).
- Recommend the purchase of supplies and equipment; ensure that expenses do not exceed allocated budget.
- Prepare and implement an effective marketing plan for camp promotion.
- Prepare and conduct all staff training and orientation, provide ongoing training of staff in terms of program planning, safety, leadership etc.
- Prepare employee work schedule staff hours, validate and submit payroll.
- Keep the Recreation & Wellness Programmer informed of pertinent information and camp happenings.
- Prepare and coordinate parent newsletter and address public enquiries, complaints, incidents and emergencies.
- Liaises with parents, program instructors, community resource contacts in professional and timely manner.
- Ensures safe and appropriate use of facilities and equipment both on and off site locations.
- Ensures that appropriate safety, maintenance, and hygiene procedures are implemented by both staff and campers including administering medication when needed.
- Supervises camp staff to ensure that they complete their assigned tasks effectively and will conduct employee performance reviews at the end of the summer.

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## **Responsibilities & Duties**

1. Responsible for teaching staff and campers respect and responsibility - by role modeling these behaviours in everything they do.
2. Responsible for staff and campers to have fun – by ensuring staff are enjoying their experiences, making friends, and creating engaging programs. By ensuring campers are enjoying their experience by talking with them, getting to know campers on a personal level and working with groups to implement creative and exciting programs.
3. Responsible for the relationships staff and campers develop – watching for the campers that are left out, shy, quiet, awkward...to help them join in with the activities and camp.
4. Responsible for the safety of staff and campers at camp – physical safety, emotional safety, and social safety.
5. Responsible for the sense of belonging staff and campers develop at camp – encouragement, know each staff and camper as an individual, and provide a safe atmosphere.
6. Responsible for the learning of the staff and campers – encouraging new experiences, talking about learning at camp, teaching new skills, ensuring appropriate things are learned, devaluing inappropriate learning.
7. Responsible for the natural environment at camp – encouraging care and respect for the area where we are playing.
8. Responsible for making camp a place to return to – by doing all of the above.

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## **Supervision and Orientation**

The Head Camp Leader is supervised by the Recreation & Wellness Programmer. Over the course of the summer there will be three staff development meetings. One prior to the summer to review the job description, goals, expectations and staff development process, one midway through the summer to review performance and one at the end of the summer as a final evaluation that includes recommendations for future employment. The general duties of the Head Camp Leader involves the overall care, safety and supervision of a group of 5 to 30 campers. Camp Leaders will accompany their campers to program areas and supervise behaviour in programs, while also taking an active role in the activities. Camp Leaders will assist the Head Camp Leader in implanting age appropriate activities. Camp Leaders will assist as needed during lunch, snack times and with special events and trips.

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## **Qualifications**

- Three Years of summer camp experience required
- Current Standard First Aid/CPR Level C

- High Five Principles of Healthy Child Development Certificate
  - Vulnerable Sector Police Clearance Certificate – Prior to commencing employment
  - Extensive experience working with children
  - Valid Ontario Driver’s License
  - Strong interpersonal, organizational and leadership skills
  - Post-secondary education in Recreation, Leisure Studies, ECE, or equivalent considered an asset
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## Competencies

**Teamwork:** Participates actively in a team for organizational effectiveness.

**Communication:** Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement.

**Leadership:** Strongly and effectively provides strong motivation for the summer camp team.

**Concern for Health and Safety:** Acknowledges and understands how to manage and educate others of risk or harm reduction (physical, emotional, and social).

**Coaching and Development:** Commits to assisting participants, staff and self in continuous learning and development.

**Commitment:** To Healthy Childhood Development.

**Initiative:** Does the right thing at the right time without being asked.

**Quality Focus:** Ensures that success criteria for self, staff, and programs are set, reviewed and surpassed regularly to provide excellent service delivery.

**Self-Management:** Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to staff and Recreation & Wellness Programmer.

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*The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*