



HMCC RECREATION DEPARTMENT

Position Title: Summer Day Camp Leader

Reports To: HMCC Recreation Director & Coordinator

Tentative start date: June 24th, 2024, 35+hr/week

Classification: Seasonal Summer

Position Summary: Under supervision, the Day Camp staff will assist in the implementation of a series of one-week day camps and special events. They will supervise participants and lead games, crafts, activities, and outings in an enthusiastic manner while maintaining a welcoming, inclusive, and safe environment for staff and participants

JOB DUTIES AND RESPONSIBILITIES

- Implement high quality and inclusive programming as organized by the Day Camp Coordinator.
- Supervise the activities of Day Camp participants.
- Lead inclusive games, activities, songs, crafts, drama and other recreational activities with children.
- Prepare reports and evaluations in accordance with established Policies and Procedures.
- Assist the Day Camp Coordinator to organize and maintain the day camp area, equipment, and supplies.
- Attend and participate in staff meetings.
- Work with the Recreation Director, Summer Recreation Coordinator and Day Camp Coordinator in delivering high quality, welcoming and energetic programming.
- Work the schedule agreed upon for the summer.
- Ensure safety of participants by enforcing safety rules, inspecting equipment, facilities, and materials, etc.
- Contribute to the organization and operation of an effective and smoothly functioning program.
- In consultation with the Recreation Coordinator and Day Camp Coordinator, develop safety procedures, health and emergency procedures.
- Attend the Summer Program Training Week.
- Other duties as assigned.

VALUE DIVERSITY

Shows and fosters respect for each person whatever the person's background, race, age, gender, religion, level of ability, values, lifestyle, perspective, or interest. Interacts sensitively with individuals and groups in a way that advances the work of the organization.



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REQUIREMENTS

Knowledge:

- Knowledge of games, crafts, songs, drama, and sports activities for ages 5-12
- Knowledge of Healthy Child Development
- Knowledge of Risk Management

Ability:

- To effectively follow policies and procedures.
- To effectively communicate orally and in writing.
- To adapt programming and provide inclusive opportunities.
- Provide quality customer service.
- To provide child focused programming.
- To lead by example

Personal Suitability:

- Responsible • Energetic • Team worker • Safety Conscious
- Patient • Dependable • Inclusive

EQUAL OPPORTUNITY: All qualified persons will be considered for employment without regard to race, colour, religion, sex, national origin, age, sexual orientation, political affiliation, disability, or any other merit factor.

HOW TO APPLY: To apply for this position, visit www.thehmcc.ca and click on the Summer Staff tab. Any questions please contact hmccrecreation@gmail.com.

Application deadline: