

Summer Camp Director - Full Time Summer Student

Stratford Perth Humane Society – Stratford, ON

Job Description

POSITION SUMMARY:

The purpose of this job is to plan and implement camp curriculum/activities, and maintain a welcoming and controlled camp environment.

PRINCIPLE ACCOUNTABILITIES:

Before commencement of camp:

- Work with Community Programs Manager to plan Summer Camp
- Plan and lead counsellor training in partnership with Stratford Camp Director and Community Programs Coordinator
- Create required learning resources
- Book guest presenters and field trips as required

During camp period:

- Provide leadership and role modeling to counsellors in generating and maintaining a positive, energetic environment for all of the campers.
- Provide guidance/supervision/accountability to counsellors in their daily responsibilities.
- Conduct or involve counsellors in conducting all camp activities.
- Supervise campers and mediate situations regarding campers as counsellors require help.
- Ensure all resources required each day are organized, and prepared in a timely fashion.
- Assist with morning set-up and end-of-day cleaning.
- Assist counsellors in dealing with behavioural issue or parent concerns.
- Reporting to Community Programs Coordinator about health or behavioural issues with campers, and/or parental concerns and inquiries.
- Delegate/schedule tent housekeeping tasks among camp staff throughout/at end of each camp day.
- Ensure safety measures and KWHS policies are implemented at all times.

POSITION REQUIREMENTS: Weekly commitment: approx. 40 – 44 hours/week, 8:00 a.m. - 5:00 p.m. but must be flexible with start and end times.

- Must be returning to school in the fall
- University or college schooling in a related field considered an asset.
- Must be available for the full summer session.
- Must be able to follow direction.

- Camp leadership experience is required.
- Must possess an outgoing, positive attitude.
- Must be comfortable interacting with children and camp staff, and ensuring they are all treated equally.
- Must possess quality planning and organizational skills.
- Must possess quality communication skills and feel comfortable implementing them through email correspondence, over the phone, and when speaking with campers' parents.
- Must be knowledgeable on the proper care of animals and be comfortable handling all types of animals.
- Upon hiring, a Police Information Check (in the Vulnerable Sector) is required.
- Valid First Aid/CPR training with proof of certificate is required.

WORKING CONDITIONS:

- Work will occur outside with varying temperature conditions.
- Some responsibilities of the position require the use of cleaning supplies/chemicals.
- Work will sometimes occur in areas with strong odours and high noise levels in regards to barking and other animal related noises.
- Exposure to dust and pet hair/dander is expected.
- Required to be able to expend physical effort in standing, bending, walking, and running during outdoors activities and games for extended lengths of time.

VALUES:

The Camp Director must demonstrate his/her ability to work effectively with others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, and addressing problems and issues constructively to find mutually acceptable and practical solutions.

In addition to the duties listed above, KWHS expects the following from the Head Counsellor: adhere to KWHS employee policies and procedures, work in a safe manner, act as a role model within and outside the Centre, perform duties as workload necessitates, maintain a positive and respectful attitude, communicate regularly with supervisor about issues, consistently report for role on time, be prepared to perform duties of the position, participate in camp events as needed or required; and, complete other duties as assigned.

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the position. Rather, they are intended only to describe the general nature of the job.

APPLICATION SUBMISSION:

Please submit your cover letter and resume, to the attention of Kim McDonald, Human Resources Manager, no later than 5:00 p.m. on June 1, 2018.

****Note: only those considered for the position will be contacted for an interview. Thank you.***