

TOWN OF TRENTON Job Description Template

Working Title
<i>Day Camp Leader (Seasonal Full Time)</i>
Department
<i>Trenton Parks & Recreation</i>

Overall Purpose

The Day Camp Leader's overall purpose is to lead and implement a children's summer day camp program at Trenton Park.

Key Responsibilities

- Plan daily activities for children ages 5 to 12 years according to the program guidelines.
- Implement daily program plans accordingly.
- Organize and provide leadership for program participants.
- Support and work co-operatively with other program staff.
- Provide ongoing care and concern for program participants.
- Provide input to supervisor with regards to program activities.
- Communicate when necessary, with parents and care givers.
- Apply first aid treatment when required.
- Attend training opportunities as requested.
- Ensure cleanliness of pavilion building at the end of each camp day.
- Ensure facility supply needs or issues are communicated to respective staff (i.e. office administration, park janitor, maintenance, pool staff).
- Monitor building security and safety by performing such tasks as locking doors after operating hours.
- Occasionally assist other parks and recreation or event staff with various tasks as required.
- Perform any other duties as required by the Director of Parks and Recreation.

Reporting Relationships

This Job Reports to:

Day Camp Supervisor

Director of Parks and Recreation

Contacts (Typical)

Contacts internally will be day camp supervisor, parks and recreation administration, maintenance workers, other seasonal student staff.

Contacts externally will be all inquiries related to the day camp made by general public, participants, and their parents/guardians.

Innovation

- To ensure safe work habits and practices.
- To work effectively and efficiently in completing the tasks assigned.
- To ensure all participants are safe, involved and content with the programming provided.
- Excellent leadership skills to provide guidance to program staff.

Decision Making

- Best practice or procedure when doing tasks.
- Mentoring program participants in making the best choices and dealing with improper actions.
- Alerting Day Camp Supervisor when issues arise concerning program participants, effective communication with children, and taking proper disciplinary actions as needed.
- Knowing when to seek help, and advice on tasks from Day Camp Supervisor.

Impact of Results

- Regular attendance and return registration by participants.
- Full registration numbers with wait list option.
- Happy campers and parents/guardians.

Dimensions (Approximate)

- Public service from the Town.
- Number of satisfied participants, parents/guardians, and program staff.
- Increase participation and registration fees adding to annual operating budget.

Working Conditions

Examples:

A Physical Environment

- Regular time spent working outdoors, regardless of weather.

B Physical Effort

- Long hours of physical activity including running, walking, playing sports, swimming, etc.
- Dealing with inquiries from general public and parents/guardians at times.

C Sensory Attention

- Dealing with general public, participants, and parents/guardians.
- Dealing with sensitive and confidential information regarding children.

D Mental Pressures

- Priority of tasks.
- Dealing with participant actions, deciding disciplinary actions, and speaking with parents/guardians.

- Ensuring successful camp trips.

Other

- Must have completed grade 12 level of education plus be enrolled in secondary program.
- Must have a valid drivers license.
- Willingness to obtain necessary training (First Aid, Leadership, and other training as assigned).
- Must be organized, mature, able to work with minimal supervision, task oriented, polite and able to deal with the public.

Verification:

This job description has been approved by the Director/Manager and Director of Human Resources as an accurate description of the job as of:

Incumbent's Signature and Date:	
Director/Manager's Signature and Date:	
HR Director's Signature and Date:	
CAO's Signature and Date:	

Compensation & Classification USE ONLY			
Salary		Pay Level	
Approved Classification			
Approval Date			