

Job Description

Little Britain Kids Art/Craft Day Camp Summer Camp Assistant

The Little Britain Kids Art/Craft Day Camp summer program is located at 571 Little Britain Road, Lockport, MB. and is held in the lower level of the Little Britain Community Hall. The site has an indoor hall, an outdoor green space and a small playground.

The Summer Camp Assistant position: working under the direction of the Program Coordinator, will be responsible for assisting to carry out the day-to-day activities and supervision of the camp participants.

DUTIES and RESPONSIBILITIES INCLUDE:

- Being a secondary key holder and opening and/or closing the building
- Assisting in creating the programs and implementing the day-to-day outline for the program
- Caring for, supervising and engaging children enrolled in the program
- Communicating daily with parents and guardians in regards to the activities of the children
- Maintaining and ensuring a safe and clean environment for the children
- Assisting with clean-up and organization of the camp space, including kitchen and bathrooms
- Performing other duties as assigned, consistent with the job description
- Managing the health and safety of the camp, campers and staff as required (COVID-19 social distancing, masking, and sanitization and cleaning to be put in place if required)

QUALIFICATIONS:

- Preferably be a post-secondary student in education, recreation or early childhood education; but students interested in working with art and children are especially encouraged to apply
- Experience in supervising children and creating programs and classes for youth is beneficial
- Camp assistant needs to be fun, enthusiastic, energetic and be kind, caring, cooperative and flexible
- Camp assistant needs to be available for the entire work period
- Camp assistant must hold a current Emergency First Aid and CPR Certification (or willing to obtain)
- Camp assistant needs to hold a current and clear Criminal Record Check (RCMP) and Child Abuse Registry Check (or willing to obtain)

OTHER DETAILS AND APPLICATION PROCESS:

Job Duration – 6 wks – Proposed 3 wks in July and 3 wks in August

Job Hours – 40 hrs wk – 8 hrs/day (8:30 am – 4:30 pm or 9:00 am – 5:00 pm)

Salary – \$15.45 – \$15.75/hr (dependent on qualifications)

Application closing date – Friday April 12 at 4:30 pm

Email cover letter and resume to: recreation@rmofstandrews.com

Subject line: "Little Britain CC – Summer Camp Assistant"

We will make every effort to hire the most qualified candidates and we encourage applicants from the following groups to apply, Aboriginal or Metis people, women, visible minorities, or persons with a disability. We wish to thank all applicants for their interest, however, only candidates selected for an interview will be contacted. There are no direct bus routes to this location, so transportation is required to and from work. Also, this site maintains an allergenic free environment.