

## Job Description

### St. Andrews Community Club – Summer Camp Leaders

The St. Andrews Community Club is located at 28 St. Andrews Road in South St. Andrews. The site has an indoor hall and rink area, outdoor green space and St. Andrews School next door for playground equipment, soccer fields and baseball diamonds.

The Summer Camp Leader position: working under the supervision and direction of a Summer Camp Supervisor, Recreation Manager, and the St. Andrews Community Club Board of Directors, will be responsible for carrying out the day-to-day camp activities and supervision of all the camp participants.

#### **DUTIES and RESPONSIBILITIES INCLUDE:**

- Being a primary key holder and opening and closing the building
- Caring for, supervising and engaging children enrolled in the program at on-site or off-site locations
- Maintaining a daily sign-in and sign-out sheet for campers and parents
- Communicating with parents and guardians about the summer camp program
- Creating, planning, organizing, and implementing the day-to-day activities for the program
- Assisting with program evaluation and creating an inventory supply list at the start and end of camp
- Maintaining and ensuring a safe and clean environment for the campers
- 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 a post-secondary student in education, recreation, nursing, or early childhood education
- Students in other fields or high school with previous or relevant experience are encouraged to apply
- Experience in supervising children and creating programs and classes for youth is beneficial
- Camp leaders need to be fun, enthusiastic, energetic and be kind, caring, cooperative and flexible
- Have the ability to work the entire job duration
- Hold current Emergency First Aid and CPR Certifications (or willing to obtain)
- Hold a current clear Criminal Record Check and Child Abuse Registry Check (or willing to obtain)

#### **OTHER DETAILS AND APPLICATION PROCESS:**

**Job Duration** – 10–11 weeks (between June 17 – August 30, 2024)

**Job Hours** – 35-40 hrs/wk

**Salary** – \$15.40 – \$17.00/hr (dependent on qualifications)

**Camp Weeks and Hours** – July 2 – August 30; Mon – Fri 8 am – 5 pm

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

**Email cover letter and resume to:** [recreation@rmofstandrews.com](mailto:recreation@rmofstandrews.com)

**Subject line:** “St. Andrews CC – Summer Camp Leader”

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.