

Job Description

St. Andrews Community Club – Summer Camp Supervisor

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 Supervisor position: working under the supervision and direction of the St. Andrews Community Club Board of Directors and the Recreation Manager, will be responsible for carrying out the day-to-day camp administration and summer leader supervision.

DUTIES and RESPONSIBILITIES INCLUDE:

- Being a primary key holder and opening and closing the building as needed
- Promoting the summer camp in the community and region through social media and word-of-mouth
- Creating registration procedures and collecting registration forms and fees from campers
- Helping to create, plan, organize and implement the day-to-day calendar of activities for staff
- Communicating with parents/guardians about the summer camp program via email, phone, or in-person
- Communicating and implementing summer camp policies/procedures with staff, campers, and parents
- Maintaining a daily sign-in and sign-out sheet for campers and parents
- Supervising and mentoring camp staff as needed and ensuring a safe and clean facility for campers
- Overseeing camp supplies including Covid PPE and following Public Health Orders as required
- Ensuring clean-up and organization of the camp space, including kitchen and bathrooms
- Assisting with program evaluation and creating an inventory supply list at the end of the program
- Performing other duties as assigned, consistent with the job description

QUALIFICATIONS:

- Preferably a youth under the age of 30 currently working as a teacher, teacher assistant or substitute teacher who can work the entire job duration or a post-secondary student
- Preferably someone with post-secondary schooling in education, early childhood education, recreation or nursing; but people in other fields are encouraged to apply
- Experience in administration and/or supervision is required with excellent communication skills
- Experience supervising children and youth and creating programs and classes for youth is beneficial
- 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 – \$16.40 – \$18.00/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

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

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.