

EMPLOYMENT OPPORTUNITY Program Instructor-Summer Camp Program

The Municipality of South Bruce is seeking a Program Instructor for the Summer Camp Program. This position will ensure the safety and development of participants. This position will implement fun, educational, and safe camp programs for the summer.

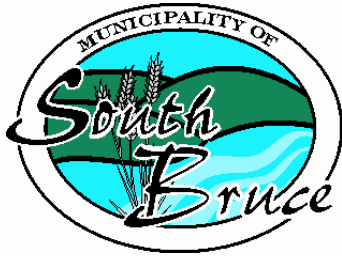
Hours of work are a maximum of 40 hours per week. Hours may vary. Monday – Friday 8:00am - 5:30pm for the months of July and August 2024.

Full Job Description and qualifications listed below.

Interested candidates are invited to apply by submitting their resume with cover letter **by 12:00pm noon on Friday, May 3rd, 2024**, to:

Amy Lange, HR Assistant
Municipality of South Bruce
21 Gordon St E
PO Box 540
Teeswater, Ontario N0G 2S0

Resumes may also be forwarded to alange@southbruce.ca in either Word or Adobe format.



POSITION DESCRIPTION

POSITION TITLE: Program Instructor-Summer Camp Program

DEPARTMENT: Recreation **SALARY GROUP:** 5

GENERAL SUPERVISOR: Recreation & Facilities Manager

POSITIONS SUPERVISED: N/A

POSITION SUMMARY:

To ensure the safety and development of the participants and staff. To implement fun, educational and safe camp programs.

PRINCIPAL RESPONSIBILITIES:

- 1) To be familiar with the Summer Camp Policies and Procedures Manual and to adhere to them.
 - 2) To assist the Recreation Programmer with the development and promotion of the Summer Camp Program.
 - 3) To attend and participate in all training sessions scheduled by the Recreation Programmer
 - 4) To responsibly supervise program participants and to keep them safe. To ensure that all participants are supervised at ALL times (during scheduled activities and during free play time) and in ALL locations (e.g. picnic shelter area, playground structures). The Counsellors most important duty is to ENSURE the SAFETY of the PARTICIPANTS.
 - 5) To maintain the cleanliness and safety of all areas of the Summer Camp program site.
 - 6) To complete all necessary incident reports, accident reports, permission forms, checklists and to submit them to the Recreation Programmer promptly. To discuss any concerns and all forms with the Recreation Programmer
 - 7) To develop program plans (games, crafts, songs, and special events) for the participants enrolled in program.
 - 8) To set up and clean up all summer camp activities and special events.
 - 9) To ensure that all Summer Camp Equipment is in good working condition and free from hazards.
 - 10) To lead games, crafts, songs, and special events (swimming, offsite trips etc.) for the participants enrolled in the program.
 - 11) To work as a team player with all staff, including Counsellors-In-Training (CIT). To provide guidance to the CIT's when required.
 - 12) To communicate with the Recreation Programmer all problems or questions that may arise during the course of the program.
 - 13) To be available and attend all weekly meetings as set up by the Recreation Programmer to review the program for the week.
 - 14) To communicate in a positive manner with reinforced feedback to parents.
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QUALIFICATIONS (RECOMMENDED):

1. Must be 16 years of age.
2. Hold a current First Aid/CPR certificate, and HighFive Principles of Healthy Child Development
3. To possess enthusiasm and initiative.
4. Must have an interest in children and some understanding of child development.
5. Must express a caring attitude when working with children and have past experience in working with them.
6. Must be willing to submit a police security check.

CONDITIONS OF EMPLOYMENT: To be able to handle the stress of dealing with the public and children. Hours of work are for the summer months only and vary depending on the program. The program is run outdoors, and the weather may contribute to the condition of your employment. The Program is also dependent on registrations and may contribute to the condition of your employment.

Prepared By: AW
Effective Date: January 2024

Approved By: LM