



Canton  
de  
Champlain  
Township

## **JOB DESCRIPTION**

**POSITION:** Summer Day Camp Counsellor – Vankleek Hill Community Centre  
(4 positions available)

**HOURS:** Monday to Friday - 7:30 am to 5:15 pm (hours and shifts may vary)

**REPORTS TO:** Director of Parks and Recreation / Summer Day Camp Supervisor

### **QUALIFICATIONS:**

- Must be at least 16 years of age;
- Must have been a full-time student in the previous school year, and enrolled as a full time student for the upcoming year;
- Bilingual in both English and French;
- Experience working with children;
- Good leadership, organizational and communication skills;
- Confident, mature, enthusiastic, and ready to perform in a fast paced environment;
- Able to function as a team member;
- Physically fit and able to participate in a variety of physical activities;
- Must have first aid and CPR training or be willing to obtain these upon hiring;
- Willing to submit to a Criminal Background Check and;
- Must attend training sessions prior to start date.

### **DUTIES:**

- Care for up to 40 children of between JK to Grade 6;
- Assist in planning and implementing of the daily activities for children in consultation with the Summer Day Camp Supervisor;
- Ensure that used facilities are kept clean during the shift and assist with the clean-up at the end of the shift;
- Provide leadership, supervision and safety to participants on and off-site and;
- Additional tasks as required.