

## **Summer Camp Leader**

### **Job description**

**SCOPE OF RESPONSIBILITY:** Chappelle Gardens Residents Association (CGRA) is seeking a STEP Summer Student to provide children with safe, energizing, and informative Summer Day Camp programs through effective leadership and creative planning.

**AUTHORITY:** The Summer Camp Leader will report directly to the Program Coordinator of the CGRA and is responsible for the areas outlined herein, as well as other duties as determined from time to time.

**HOURS OF WORK:** Seasonal – Full Time – Monday to Friday; specific start dates and times to be determined

**SPECIFIC DUTIES:** The Summer Day Camp Leader is responsible for performing the following tasks:

- Design an engaging and interactive Summer Camp program for children aged 4.5-10 years
- Prepare all materials and ensure all supplies are ready prior to the camp to ensure a smooth operation
- Set-up/clean-up of facilities and activities
- Create, maintain, and provide parents with all required paperwork prior to camp start
- Meet and greet parents and campers on arrival and departure from camp and ensure all campers are properly signed in and out
- Assist in obtaining feedback from participants regarding camps
- Exercise safety awareness and practices
- Provide supervision and guidance for all day campers while demonstrating a positive role model behavior
- Adapt activities where appropriate and needed
- Provide first aid care when necessary and notify the Program Coordinator of the situation as soon as possible
- Handle and report to the Program Coordinator any problems, concerns, or emergencies that arise during the camp
- Attend mandatory staff training prior to camp
- Abide by the CGRA policies and procedures as outlined in the CGRA HR policy manual
- Provide exceptional customer service and portray a professional manner
- Other related duties as assigned

### **QUALIFICATIONS:**

- Must have experience coaching or instructing children in a recreational capacity

- Previous experience creating extensive programming for children within a designated budget
- Positive, outgoing and enthusiastic attitude
- Excellent communication skills
- Ability to work independently and unsupervised
- Excellent organizational and time management skills
- Attention to detail
- Problem solving, negotiation, and conflict resolution skills are required with proven interpersonal, presentation, verbal and written communications skills
- CPR & First Aid certification is an asset
- Satisfactory criminal background check

**Job Type: Full-time**

**Salary:** \$15.00-\$16.50 per hour

**Schedule:**

- Monday to Friday

**Supplemental pay types:**

- Overtime pay

**Ability to commute/relocate:**

- Edmonton, AB T6W 2K7: reliably commute or plan to relocate before starting work (required)

**Education:**

- Secondary School (preferred)

**Experience:**

- Childrens Programming: 1 year (preferred)

**Shift availability:**

- Day Shift (required)

**Work Location:** In person

**Application deadline:** 2023-06-02

**Expected start date:** 2023-06-05