



## **Program Leader**

(Summer Camp Counsellor)

7 Full Time Term / Summer Positions

**Classification Level:** \$17.50 - \$21.88

**Term:** June 17 to August 21, 2024

**Working:** 40 hours/week (shifts will vary); Camps, Recreation Programs

**Reports To:** Recreation Programs Supervisor, Parks Program Supervisor

### **What is the opportunity?**

At the City of Leduc, we offer the ultimate day camp experience! Our Leduc Summer Camps are jam packed with activities that never stop! Spend your summer working with a team that is enthusiastic, adventurous and always looking to have fun.

### **What will you do?**

- Daily interactions with children ages 5 - 17, parents/guardians and collaboration with team members.
- Deliver outstanding programs, following flexible program planning (Mon - Fri between 8:00 a.m. - 5:00 p.m.; occasional evening/weekend) while enforcing camp rules and policies.
- Organize, lead and supervise in a variety of activities (including games, songs, crafts, cooking and outdoor adventures), working indoor and outdoor environments, swim with participants, setting up & dismantling of program equipment and materials.
- Assist in training, development, mentorship and feedback to the Counsellors in Training (CITs) and volunteers.
- Offer superior customer service and leadership to internal and external patrons.
- Assist in maintaining program records including incident reports, first aid reports, behavioural documentation, program feedback and daily attendance.
- Know and understand how to execute all emergency procedures, guidelines and information following training.
- Actively attend and participate in scheduled meetings, training sessions and special staff events.
- Other duties as assigned.

### **What do you need to succeed?**

- Minimum 16 years of age with daily reliable transportation. As well as access to a bike, helmet and be proficient and cycling with children at camps weekly.
- Current Standard First Aid.
- Minimum of 6 months of direct experience with children. Experience with programming and implementation of camps with children ages 5 – 17 preferred.
- Knowhow and confidence to execute games, activities and songs appropriate for children ages 5 – 17, planned and spontaneously.
- Techniques, strategies and robust age-appropriate dialogue for interactions with upset children, inclusion and being a role model.
- Possess exceptional organization and time management skills to effectively multi-task & prioritize capacities to work independently and/or as a team player.
- Effective skills in communicating, both verbally and written, with co-workers, supervisors, participants and parents.
- Exceptionally self-motivated, punctual, enthusiastic and takes initiative without prompting.
- Proficient in managing stress and confidently making decisions in loud, high traffic and changing environments.
- Ability to walk, stand and sit on the floor. Must be able to talk and hear well. Good vision is imperative. Kneeling, crouching or crawling is required occasionally. Ability to lift 50lbs from floor to waist and up and/or down stairs.

### **Camp Streams:**

- Day Camps – Registered camp that has weekly and daily options with a wide range of activities. Staff will swim twice a week and bike one a week in addition to mini trips, outdoor activities and park adventures.
- Specialty Camps – Registered camp that has a focused theme every week with specific, detailed activities with a smaller number of campers. Pending the theme staff may be swimming, biking, crafting or playing sports.

- Outdoor Camps – Outdoor registered camp that aims to have the campers out in nature, active and learning every day. Staff will swim twice a week and bike at least once a week in addition to being outdoors for the majority of every day.
- Parks Program – Outdoor drop-in program at parks within the City of Leduc. Staff will be able to engage children of all ages, think of modifications to games and plans while being outdoors every shift.

**Successful candidate must be able to provide a clean Criminal Records Check – Vulnerable Sector and Child Intervention Check, at own expense, as part of the hiring process.**

### **MyRewards@COL**

- Competitive salary
- Annual City of Leduc recreation pass, including access to free drop-in programs
- Employee Family Assistance Program
- Free Parking

**\*\*Include specific examples of your experience, skills and knowledge in your resume and please indicate if you have a preference of a stream of camp. To apply for this position, please visit our website at:**

[www.leduc.ca/careers](http://www.leduc.ca/careers)

**Competition closes at 11:59 pm (MST) on March 21, 2024. Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.**