



## **Program Leader**

(Summer Camp Counsellor)

1 Part Time Term / Summer Position

**Classification Level:** \$18.03 - \$22.54 per hour

**Term:** June 23 to August 20, 2025

**Working:** Up to 32 hours/week (shifts will vary); Preschool, Camps, Recreation Programs

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

At the City of Leduc, we offer the best recreation program experience! Our Leduc Summer Camps are jam packed with FUN! If you want to spend this summer playing games, crafting and making a difference with children, apply today!

### **Responsibilities include, but are not limited to:**

- Daily interactions with children ages 3-12, 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.

### **Qualifications:**

- Minimum 16 years of age with daily reliable transportation.
- 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 3 – 12, 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.
- Able to successfully pass a Child Intervention Check and Vulnerable Sector check.

Include specific examples of your experience, skills and knowledge in your resume. **Note this is a termed position and vacation time off is limited, priority will be given to those with no vacation requests.** 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 (MT) on May 13, 2025. Interviews will be ongoing during the open competition.**