



**Position Synopsis and Purpose**

(a position overview and how it connects to the big picture)

Under the general guidance and direction of the Recreation Programmer, and reporting to the Recreation Supervisor, the Camp Leader position is responsible for running-day-to-day camp activities for groups of campers at one of the City of Barrie’s camps. This position is responsible for the safety and well-being of a group of 6 to 10 campers ranging from 4 to 16 years of age, while providing guidance and mentorship to Volunteers. Overall, this position plays an integral role in the delivery of recreation camp programs at the City of Barrie.



**Major Responsibilities**

(what this position does and how they allocate their time)

Description	Approximate Time Spent (%)
<p><b>Program Delivery and Development</b></p> <ul style="list-style-type: none"> <li>• Assists the Senior Camp Leader with:                             <ul style="list-style-type: none"> <li>○ The operation and delivery of a comprehensive camp program as developed by Recreation Services to meet the needs of participants and to ensure adequate safety while facilitating day-to-day camp activities.</li> <li>○ Instructing and leading day-to-day camp activities including but not limited to games, songs, crafts, and special events.</li> <li>○ Program planning for a minimum of one half day of camp activities.</li> </ul> </li> <li>• Provides guidance and mentorship to Volunteers.</li> <li>• Completes periodic facility scans.</li> </ul>	85%
<p><b>Customer Service and Administration</b></p> <ul style="list-style-type: none"> <li>• Assists the Senior Camp Leader with various camp customer service and administration duties such as responding to and/or redirecting parent/guardian inquiries and accident/incident reporting.</li> <li>• Represents and promotes the City of Barrie at fairs, community, and school events.</li> <li>• Performs other duties as assigned or as required in accordance with branch, departmental, divisional and/or corporate objectives.</li> </ul>	15%

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures, and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



## Required Training

(description of training required in order to perform the major responsibilities)

- Corporate Orientation Training
- Corporate Health and Safety Training
- Recreation Services Departmental Orientation Training
- Standard First Aid, CPR Level C, and Automated External Defibrillator (AED) Certifications

\*Attends training, workshops and seminars as appropriate and as required



## Minimum Qualifications

(absolutely cannot do without)

### Education (degree/diploma/certifications)

- High School/College/University Student\*
- HIGH FIVE® Principles of Healthy Child Development Certificate from HIGH FIVE® National \*\*
- Safeguard Training from the Lifesaving Society\*\*
- Standard First Aid, CPR Level C and Automated External Defibrillator (AED) Certifications\*\*
- Satisfactory Criminal Record and Vulnerable Sector Checks\*\*

\*Minimum of 16 years of age or turning 16 by the end of the calendar year and must have attended one of the academic establishments listed above the year in which they are applying for employment and/or returning the following year

\*\*Must provide proof by June 30 and/or first date of hire

### Experience

- N/A

### Knowledge/Skill/Ability

- Demonstrated ability to perform in a manner which is consistent with corporate goals, vision, mission and values
- Basic customer service and communication (oral and written) skills
- Basic computer literacy utilizing Microsoft Office Suite (Excel, Outlook, Word, PowerPoint)



## Preferred Qualifications

(the ideal candidate)

### Education (degree/diploma/certifications)

- N/A

### Experience

- Demonstrated experience working in a camp environment and/or attending camps as a participant

## Knowledge/Skill/Ability

- Refer to “Minimum Qualifications”



## Work Setting

(description of the work environment and nature of people interactions)

### Contacts

Frequency Legend	
<b>Constant</b> – every day for most of the day	<b>Occasional</b> – bi-weekly to monthly
<b>Frequent</b> – daily	<b>Rare</b> – once in a while
<b>Regular</b> – weekly	

Contact	Frequency	Nature of Interaction
Camp Convenor Senior Camp Leader	Frequent	Collaborates on branch/department work initiatives; receives advice, guidance and instruction regarding the completion of tasks; collaborates to problem solve; gathers and/or distributes information; responds to inquiries and questions
Volunteer	Frequent	Collaborates on branch/department work initiatives; provides advice, guidance and instruction regarding the completion of tasks; collaborates to problem solve; gathers and/or distributes information; responds to inquiries and questions
Recreation Programmer	Frequent	Collaborates on branch/department work initiatives; receives advice, guidance and instruction regarding the completion of tasks; receives technical and/or functional advice, guidance and/or explanations regarding camp related matters; collaborates to problem solve; gathers and/or distributes information; receives required training; responds to inquiries and questions
Campers	Frequent	Provides guidance, direction, and instruction; receives, investigates, redirects and/or responds to inquiries, questions, concerns and/or complaints; notifies campers of hazards/unsafe behaviours; provides information regarding recreation camp programs and related matters; collaborates to problem solve; gathers and/or distributes information
Parents/Guardians/Family Members	Regular	Receives, investigates, redirects and/or responds to inquiries, questions, concerns and/or complaints; provides information regarding recreation camp programs; collaborates to problem solve; gathers and/or distributes information

Contact	Frequency	Nature of Interaction
Recreation Supervisor	Occasional	Receives guidance, direction, support and supervision, which includes performance management, discipline and recognition of achievements; receives functional advice, guidance and/or explanations regarding recreation camp programs; gathers and/or distributes information; receives required training; responds to inquiries and questions
Recreation Facilities Staff	Occasional	Collaborates on department work initiatives; exchanges and explains information; gathers and/or distributes information; responds to inquiries and questions
Recreation Client Services Staff	Occasional	Collaborates on department work initiatives; exchanges and explains information; gathers and/or distributes information; responds to inquiries and questions

### Work Conditions

- This position works in a variety of active camp environments which may include exposure to dust, dirt, heat, and noise
- Physical effort required for this position includes frequent standing and/or walking and participating in various activities/games with campers
- Interactions with contacts are generally courteous and collaborative, however can include occasional exposure to rudeness or profanity
- Normal hours of work are 40 hours per week with a varying schedule to support business demand



### Corporate Values (operating principles that guide all staff conduct)

#### Strive

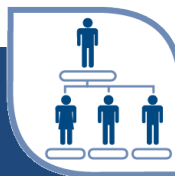
- To exceed customer expectations
- To continually improve the way we do business
- To find creative and innovative solutions
- To stay relevant

#### Share

- Information
- Resources
- Ideas
- Workload
- Expertise

#### Care

- About our customers
- About each other
- About the quality of our work
- About keeping our commitments
- About the community



### Position Classification (where this position fits)

<b>Position Title:</b> Camp Leader	<b>Division:</b> Community and Corporate Services
<b>Department:</b> Recreation Services	<b>Classification:</b> Non-union (Student)

<b>Branch:</b> Recreation	<b>Reports to (Direct):</b> Recreation Supervisor
<b>Position Supervised Directly:</b> N/A	<b>Positions Supervised Indirectly:</b> Volunteer
<b>Effective Date:</b> August 8, 2016	<b>Revision Date:</b> N/A
<b>Equivalency Code:</b> N/A	<b>Hours per Week:</b> 40