



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 Senior Camp Leader position is responsible for providing hands-on leadership to staff, volunteers and participants of the City of Barrie’s camps. Specifically, this position participates in the development, planning and delivery of a comprehensive camp program. This position is responsible for the safety and well-being of up to 60 campers ranging from 4 to 16 years of age, while leading and coaching up to 15 staff including Camp Leaders and Volunteers. Overall, this position plays an integral role in the development and 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>Program Development and Planning</p> <ul style="list-style-type: none"> • Completes a weekly activity calendar and distributes to parents/guardians. • Develops the day-to-day program schedule for campers in accordance with HIGH FIVE® Principles of Healthy Child Development. • Secures or requests equipment/supplies needed for program implementation, as required. • Performs other duties as assigned or as required in accordance with branch, departmental, divisional and/or corporate objectives. 	<p>May and June 100%</p>
<p>Program Delivery</p> <ul style="list-style-type: none"> • Oversees the operation and delivery of comprehensive camp programs as developed by Recreation Services to meet the needs of participants and to ensure adequate safety while facilitating day-to-day camp activities. • Modifies day-to-day program schedule to adapt to the needs of the participants and/or facility changes. • Instructs and leads day-to-day camp activities including but not limited to games, songs, crafts, and special events. • Completes periodic facility scans and checks to ensures proper camper supervision and staff-to-camper ratios are maintained at all times. 	<p>July and August 60%</p>
<p>Customer Service and Administration</p> <ul style="list-style-type: none"> • Performs various camp customer service and administration duties such as camper sign in and sign out, Camp Leader evaluations, and responding to parent/guardian inquiries. • Enforces safe arrival procedures and checking ID for safe departure. • Completes accident and/or incident reports as required. • Represents and promotes the City of Barrie at fairs, community, and school 	<p>July and August 40%</p>

Description	Approximate Time Spent (%)
events. <ul style="list-style-type: none"> Performs other duties as assigned or as required in accordance with branch, departmental, divisional and/or corporate objectives. 	

*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

- Four (4) months of experience performing duties related to the above mentioned major responsibilities in a camp environment
- Demonstrated experience with child minding and camp programming

Knowledge/Skill/Ability

- Working knowledge of camp programming
- Demonstrated ability to maintain a high standard of public relations at all times
- Demonstrated ability to perform in a manner which is consistent with corporate goals, vision, mission and values

- Demonstrated ability to exercise discretion and judgement when handling confidential or sensitive information
- Intermediate 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)

- Secondary School Diploma

Experience

- Refer to “Minimum Qualifications”

Knowledge/Skill/Ability

- Refer to “Minimum Qualifications”



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

Contacts

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

Contact	Frequency	Nature of Interaction
Camp Convenor	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
Camp Leader 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;

Contact	Frequency	Nature of Interaction
		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	Frequent	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
General Public	Frequent	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
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 and related matters; 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

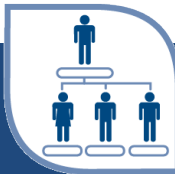
- To exceed customer expectations
- To continually improve the way we do business
- To find creative and innovative solutions
- To stay relevant

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)

Position Title: Senior Camp Leader	Division: Community and Corporate Services
Department: Recreation Services	Classification: Non-union (Student)
Branch: Recreation	Reports to (Direct): Recreation Supervisor
Position Supervised Directly: N/A	Positions Supervised Indirectly: Camp Leader Volunteer
Effective Date: August 8, 2016	Revision Date: N/A
Equivalency Code: N/A	Hours per Week: 40