



JOB DESCRIPTION

POSITION TITLE: SUMMER SENIOR LEADER
REPORTS TO: RECREATION PROGRAMMER
CATEGORY: STUDENT – 40 HOURS/WEEK
UPDATED: JANUARY 2023
EMPLOYMENT DATES: JUNE 12 TO SEPTEMBER 1, 2023
HOURLY RATE: \$19.44

POSITION SUMMARY:

The Summer Senior Leader position is an integral role for the Loyalist Township summer programs. The Summer Senior Leader is responsible for planning, implementing, promoting, and supervising a well-balanced Summer Program. With the support of the Recreation Programmer and Program Coordinator, they are responsible for leading staff training and supervising Summer Leaders. This position is an excellent opportunity for students seeking a career in concurrent education, childhood education, or recreation.

EDUCATION, SKILLS, TRAINING:

- University / College degree / courses in Concurrent Education, Early Childhood Education or Recreation
- Previous experience working with children in a camp/classroom setting
- Strong leadership skills
- Experience leading and supervising a team
- Good knowledge of sports, games, crafts and music
- A valid class “G” driver’s license
- Satisfactory driver’s record
- Satisfactory CPIC (Criminal Record Check) including Vulnerable Sector, will be required by the successful candidate at their own expense
- Standard first aid with CPR-C
- High Five Principles of Healthy Child Development certification

KEY RESPONSIBILITIES AND DUTIES:

- Assisting with planning, implementation, promotion and supervision of a safe and well-balanced Summer Program
- Leading staff training and weekly update meetings
- Completing inventory of supplies & ordering as approved
- Assisting with planning day trips, special events and transportation to events

- Assisting with content for creating marketing documents and newsletters
- Working with different departments cohesively
- Supervising summer leaders, junior leaders and volunteers at various locations
- Complete evaluations of staff performance throughout the summer
- Assisting leaders with behaviour management of participants
- Assessing risk and quality management of all programs
- Administrative tasks
- Operating Loyalist Township vehicles and the Come Out and Play trailer
- Other duties as assigned

WORKING RELATIONSHIPS:

Internal

Daily communication with Township employees

External

Daily interaction with camp participants and guardians.

WORKING CONDITIONS:

Some normal office-type environment (may be located in office or other municipal buildings). May be seated or standing for long periods (3-4 hours). Frequent and regular outdoor work in various weather conditions including hot temperatures.

May require hours beyond the normal working day as required.

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.

Please submit an application along with your cover letter and résumé using the Apply Now button below **by Sunday, February 26th at 11:59 PM.**

APPLY NOW!