

TOWNSHIP OF NORTH HURON POSITION PROFILE

Position Title: PD Day Camp Leader

Department: Recreation & Children's Services Department

Report to Title: North Huron Recreation & Fitness Supervisor

Revised October 2024

Pay Range:	Band 2
Position Status:	Casual (September to June)
Pay Method:	Hourly
Normal Work week:	Casual, shifts will be up to 8 hours.
Hours up to 40 hours in a week:	paid at straight time
Hours greater than 40.0 hours in a week:	paid at time and half
Location:	North Huron Westcast Community Complex

A- Position Description

1. Scope of Position:

The PD Day Camp Leader performs a variety of tasks such as organizing games, crafts, and other activities for children on PD Days throughout the school year as prescribed by the Ministry of Education.

The PD Day Camp Leader reports to the North Huron Recreation & Fitness Supervisor.

2. Key Responsibilities

- a) To provide supervision to children from the community
- b) To facilitate a healthy environment that enables children to put forth their best abilities
- c) To teach new skills, be a mentor and a role model to children by modelling appropriate behaviours and attitudes
- d) To provide age-appropriate activities, that promote memory development, problem solving skills, story telling, games etc.
- e) To match ability and expectations of children to games and activities
- f) To be a caring mentor that will provide a stable, safe environment and continue to have a positive attitude.
- g) To help promote friendships and cooperation to promote unselfish attitudes and behaviours
- h) To maintain a professional attitude when dealing with other staff members and the public
- i) To make sure safety procedures are followed at all times
- j) To inform the supervisor of any problems that may arise
- k) To attend meetings as needed held by the supervisor
- l) To participate in all activities with a positive manner (swimming, day bus trips, community visits, etc.)
- m) To inform the supervisor of supplies that are needed
- n) To submit pay sheets biweekly

3. Key Relationships

Internal

Daily interactions with the Recreation & Fitness Supervisor

Daily interactions with other day camp staff

Interactions with the recreation department staff at the NHWCC

Interactions with the Facilities Lead Hand

Interaction with Aquatics Staff

External

Public: daily at the day camp locations

Strong interpersonal skills and communication skills are essential to perform this position competently

4. Decision Making Authority and Judgement Used

This position provides support for the PD Day Camp programs at the North Huron Westcast Community Complex. There is little authority for independent decision making. If a decision is required outside their authority, they will consult the Recreation & Fitness Supervisor.

Judgement is required:

- To prioritize the needs of the campers and ensure that those needs are being met
 - To provide guidance and assistance to campers
 - To ensure that safety procedures are being followed and the children are well supervised
 - To deal with members of the public (children and parents)
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5. Problems Solved

Most of the duties performed by the PD Day Camp Leaders are in accordance with established policies and procedures under supervision. Normally the problems to be solved are predictable and require no research beyond established policies and procedures. The leaders are to inform the supervisor immediately when they encounter a problem.

The PD Day Camp Leaders are in contact with parents of the day camp children at each shift. They must use judgement to ensure the person is handled promptly and professionally. If problems are more than knowledge of job, then leaders are to direct all problems to the Recreation & Fitness Supervisor.

B- Position Specifications

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously.

1. Formal Education

Minimum degree required:
Secondary School (age 16)
Post Secondary – in a field relating to children and youth considered an asset
High 5 certification
Current First Aid and CPR

2. Work Experience

Minimum Years Required

Experience with children (i.e. volunteer, part-time job etc.)	one year
Experience in recreation	considered an asset

3. Other Key Skills

Previous years spent as a Day Camp Leader
Strong oral and written communication skills
Strong Interpersonal Skills
Strong time management skills and demonstrated ability to take initiative.
Strong organizational skills.
Ability to work independently and with a team.

C- Position Characteristics

1. Impact and Accountabilities

This is a support position so the impact on the organization is indirect. If the daycamp leader is unable to show up to work then it affects the children and other staff members. In such a case the supervisor would have to fill in for the length of time.
This position is responsible for the daycamp supplies needed
This position does not have a budget to follow

2. Supervisory Responsibility

To ensure that all children are being properly supervised and all safety procedures are being followed to the best of their ability.

D- Working Conditions

1. Physical Effort and Environment

The PD Day Camp Leader may have to work evenings or weekends when various programs, events or meetings occur. The PD Day Camp Leader is required to work outdoors with the children, participating in the same activities as the children as needed. If the physical environment is outdoors, proper measures should be taken towards the weather

2. Mental Effort

The mental strain resulting from the work of the PD Day Camp Leader is manageable. Leaders may feel the effects from being outdoors and should take proper precautions to avoid any illness or discomforts.