



JOB DESCRIPTIONS

The Town of Logy Bay-Middle Cove-Outer Cove Summer Day Camp is a program offered to children ages 4-11. Day Camp staff will be responsible for the implementation and success of a fun, engaging program. The Day Camp program has various job opportunities available for the upcoming summer:

- *Day Camp Coordinator*
- *Day Camp Supervisors*
- *Day Camp Councillors*

Interested applicants should submit all required documentation, as indicated on the application form to office@lismcoca.ca no later than **April 30, 2024 at 4:00pm.**



JOB DESCRIPTIONS

DAY CAMP COORDINATOR

Under guidance from the Community Services Coordinator, these individuals will plan and implement the Summer Day Camp program, while managing the day-to-day operations.

RESPONSIBILITIES

- Plan and implement all summer program activities and field trips under the supervision of the Community Services Coordinator
- Prepare all forms, schedules, and calendar of events prior to start of program
- Supervise day to day operations of the summer program and provide direction to the Day Camp Supervisors and Counselors
- Handle cash and manage budget i.e., registration, purchasing supplies, canteen etc.
- This position requires a person to work 35 hours per week for the first 4 weeks and 40 hours during camp weeks.
- Additional weekend and evening hours may be required
- Term of employment: approximately 14 weeks (exact dates to be set on hiring)

QUALIFICATIONS

- Experience working with children, preferably in a day camp setting
- Experience in the development and planning of children's programs
- Must be proficient in Microsoft Office (specifically: Word, Excel and PowerPoint)
- Strong communication and organizational skills
- Ability to multi-task
- Previous supervisory experience is required
- Must provide a current RNC Code of Conduct including the venerable sector check before start of employment
- Must provide current certificate of Standard First Aid, CPR and AED level C
- Own vehicle would be an asset



JOB DESCRIPTIONS

DAY CAMP SUPERVISOR

Under guidance from the Day Camp Coordinator, these individuals will supervise the day-to-day operations of Summer Day Camp.

RESPONSIBILITIES

- Assist in the delivery of all scheduled day camp activities
- Provide supervision to all Day Camp Counselors
- Provide supervision to children from Grades Kindergarten to Six including during off-site outings
- Interact with the children in creating and promoting fun and healthy activities
- Act as the frontline person for all parental inquiries
- Act as the point of contact for all camp counselors
- Term of employment: approximately 10 weeks (exact dates to be set on hiring)

QUALIFICATIONS

- Experience working with children, preferably in a day camp setting
- Previous supervisory experience would be an asset
- Strong communication skills
- Ability to multi-task
- Must provide a current RNC Code of Conduct including the venerable sector check before start date of employment
- Must provide current certificate of Standard First Aid, CPR and AED level C with resume



JOB DESCRIPTIONS

DAY CAMP COUNSELOR

Under guidance from the Day Camp Supervisors, these individuals will implement plans and programs throughout the duration of Summer Day Camp.

RESPONSIBILITIES

- Assist in the delivery of all scheduled day camp activities
- Provide supervision to children from Grades Kindergarten to Six including during off-site outings
- Interact with the children in creating and promoting fun and healthy activities
- Term of employment: approximately 10 weeks (exact dates to be set on hiring)

QUALIFICATIONS

- Experience working with children, preferably in a day camp setting
- Strong communication skills
- Must provide a current RNC Code of Conduct including the venerable sector check before start of employment
- Certificate of Standard First Aid, CPR and AED level C would be an asset.