



HR Manager
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CORPORATION OF THE TOWN OF TILLSONBURG

SUMMER STUDENT JOB POSTING

POSITION: Summer Camp Lead Hand - Youth

DEPARTMENT: Recreation and Services

LOCATION: 45 Hardy Ave

POSTING #: HR 72.18

STATUS: Student (up to 40 hours/week)
(May 21, 2019 until approximately August 30, 2019)

REPORTS TO: Programs Supervisor

POSTING PERIOD: December 5, 2018 to January 9, 2019

NOTE: Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

GENERAL STATEMENT OF DUTIES:

Responsible for the development and delivery of Summer Camp at the Community Centre with the major job focus on Summer Camp, health club facility attendant, dance program and youth activities support in the spring.

EDUCATION AND QUALIFICATIONS

- Presently in post-secondary education, returning to school in the Fall
- Two+ years' experience in summer camp
- Ability to establish and maintain effective working relationships.
- Excellent customer service skills.
- Excellent team building skills.
- Excellent organizational skills.
- Current First Aid and WHMIS certificates
- High Five Certification
- Working knowledge of Occupational Health and Safety Act
- Vulnerable Sector Search will be required

POSTION RESPONSIBILITIES

May – June

- Program Development: Create all aspects of the Youth Summer Camp program including
 - Developing 9 weeks of Program Guidelines and Daily Program Schedules.
- Training and Development: Support Recreation Supervisor and Active Living Coordinator in Youth Leaders staff training

July – August

- Staff Supervision: Monitors staff performance, maintains high morale at camp using motivational strategies and enthusiasm toward staff and campers.
- Staff Leadership: Ensures Youth Leaders are following developed Program Guidelines and Daily Camp Schedules while enthusiastically fulfilling their role as Youth Leader.
- Organization & Delegation: Displays effective time management skills; meets all deadlines; delegates appropriate tasks and ensures follow through.
- Communication: Will communicate effectively and promptly with campers, parents, staff, colleagues and supervisors.
- Program Supervision: Is aware of all aspects of the program, including schedule content and staff duties.
- Crisis Management & Conflict Resolution: Approaches crisis immediately and with confidence; is able to resolve conflict with or between campers, parents and staff professionally and creatively.
- Other duties as may be assigned.
- Must be returning to school in the Fall.

Due to the seasonal nature of this contract, vacation time will not be permitted.

***Successful applicant will be required to attend orientation on Monday, April 29, 2018.**

