

EXTERNAL POSTING

THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE Requires a **DAY CAMP SUPERVISOR** (Summer Student Position)

The Municipality of Arran-Elderslie is located in Bruce County Ontario, close to many major tourist destinations with two Villages, one Town and in a rural setting, the Municipality offers the appeal of both small town and country living for our residents. People have found that the communities that make up Arran-Elderslie are great places to raise their families and retire.

Reporting to the Program Coordinator and/or Manager of Facilities, Parks & Recreation, the Day Camp Supervisor will be responsible for ensuring quality and to oversee the supervision and safe operation of all camp programs within the Municipality of Arran-Elderslie. Duties of this position include, but are not limited to:

- Be responsible for the planning and implementation of the following programs:
 - Day Camp weekly, daily and occasional program plans
 - Special events including bus trips, fundraising initiatives, senior initiatives
- Direct supervision of day camp staff including taking a lead role in the development and implementation of staff trainings and meetings.
- Encourage and assist in maintaining high standard of morale, enthusiasm and teamwork.
- Develops marketing initiatives for camp programs and established community publicity partnerships.
- Ensures quality level of programs and public service.
- Responds to public inquiries, problems and emergency situations.
- Daily supervision of staff and participants.

Knowledge, Skills & Experience

- Minimum of three (3) years of frontline camp program experience or one (1) year experience in a classroom setting.
- Enrolled in an applicable post-secondary program is an asset.
- Strong leadership, organizational, problem solving and public relation skills are essential.
- Excellent keyboarding skills and knowledge of a variety of word processing programs is required.
- Attention to detail, time management and planning skills are necessary.
- Candidate must be highly motivated and possess work experience in an independent setting with minimal supervision.
- Valid Standard First Aid and CPR Level C.
- High Five Principles of Healthy Child Development Certification is an asset.
- Possess a Vulnerable Sector Screening Check with results satisfactory to the Municipality of Arran-Elderslie.

A complete job description is available on request.

The Municipality of Arran-Elderslie offers competitive wages based on qualifications and experience. Qualified applicants are invited to submit a cover letter and resume by mail, delivery service or email, no later than 4:00 pm on **Thursday March 8, 2018** to:



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Katrina Eke, Program Coordinator
Municipality of Arran-Elderslie
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The Municipality of Arran-Elderslie is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Municipality of Arran-Elderslie will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Municipality of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. We thank all persons who apply, but advise that acknowledgement will only be forwarded to applicants invited to an interview. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. Thank you.

