



**Student Employment Opportunity
2025 March Break Camp Supervisor
COMMUNITY SERVICES DEPARTMENT**

Reporting to the Recreation and Culture Coordinator and Recreation Programmer, the March Break Camp Supervisor will be responsible for planning, supervising, and facilitating our March Break Camp programs and training.

The responsibilities of this position are as follows:

- Assist the Recreation & Culture Coordinator and Recreation Programmer in implementing programs
- Assist the Recreation & Culture Coordinator and Recreation Programmer with the preparation and implementation of pre-camp training
- Organize and supervise daily activities and events
- Supervise and provide ongoing feedback to camp counsellors and volunteers
- Act as a resource to staff who require assistance with group management
- Plan, implement and deliver age-appropriate activities for children ages 4-13 years
- Responsible to supervise campers always
- Communicate with parents/guardians daily
- Assist with camp emergency procedures, complete paperwork, and communicate accidents and/or incidents to the Recreation Coordinator or designate
- Collect daily attendance records and perform some administrative duties
- Understand and adhere to the Township of Scugog policies and procedures
- Be available between the hours of 7:15 a.m. to 6:15 p.m.
- Have transportation to the Scugog Community Recreation Centre

Qualifications and Skills:

- Candidates should have recreation program supervisory experience or equivalent experience and be able to work with minimal supervision
- Candidates must be at least 15 years old and be enrolled in high-school, or post-secondary education
- Possess and keep current Standard First Aid/CPR 'C'
- High Five Principles of Healthy Childhood Development or willing to obtain
- Strong customer service skills and ability to perform administrative tasks
- Provide a current Criminal Information Request prior to employment start date (applicants 18 years and older)
- Must be available for pre-camp preparation hours in February and available to lead two days of paid training on:
 - **Thursday, February 27** and **Saturday, March 1**

Please submit a covering letter and resume no later than 4:30 PM on Friday, November 29, 2024 to Valerie Ratchford, Human Resources resumes@scugog.ca.

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), please contact Human Resources.