# JOB NOTICE
# PART-TIME EMPLOYMENT

**WE THANK ALL THOSE WHO APPLY. ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

THE FOLLOWING PART-TIME POSITION IS AVAILABLE WITH THE RECREATION & CULTURE DEPARTMENT:

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| JOB TITLE: **CAMP COUNSELLOR** | FILE #: **2011-08** |
| POSTING DATE: **DECEMBER 12, 2011** | CLOSING DATE: **FEBRUARY 20, 2012** |
| STARTING RATE/HOUR: **$9.60 - $10.25** | LOCATION: **CITY WIDE** |

MAJOR DUTIES:

1. The Camp Counsellor will be responsible for the development and implementation of a safe, enjoyable and diversified camp under the supervision of the Camp Director and Assistant Camp Director.
2. Ensure the safety and well being of your camper group, as well as all campers during camp hours.
3. Maintain ongoing and effective communications with the Camp Director and Assistant Camp Director, Camp Specialists, and Counsellors.
4. Develop and implement daily programs (including special events and theme days) in accordance with other camp staff and Camp Director.
5. Be responsible for contacting the parents of campers in your group prior to the beginning of each camp session in a polite and professional manner.
6. Ensure that camper information forms are accurately completed for each camper in your group prior to the beginning of each camp session.
7. Report any special requirements your campers may have to the Camp Director (dietary, medical, etc.).
8. Ensure that your camper attendance sheets are accurately completed every morning and submitted to the appropriate supervisor.
9. Be responsible for your own camper group while at camp, on buses, at the pool and during special events.
10. Monitor supply inventory for area of specialty and inform the Camp Director/Assistant Camp Director of diminishing supplies.
11. Ensure proper and safe arrival and departure of your campers to and from camp each day.
12. Contribute to the evaluations of Counsellors in Training by assessing their ongoing performance and discussing it with the Camp Director, Assistant Camp Director, in scheduled meetings.
13. Be punctual for work and wear the appropriate staff uniform.
14. Attend all staff meetings and training prior to and during camp.
15. Provide active supervision during swim time by being in the pool with your group at all times.
16. Maintain a professional attitude and abide by camp policy at all times.
17. Encourage and foster in all campers the 5 Principles of Healthy Child Development as outlined by High Five: Quality at Play.

Personal information collected under the authority of the Municipal Act R.S.O 1980 c302 (as amended), and will be used to determine qualifications for employment with The Corporation of the City of Vaughan. Questions about this collection should be directed to the Recreation and Culture Department, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1, 905-832-8500.

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18. Carry out any duties as requested by the Camp Director, Assistant Camp Director, Camp Coordinator and Active Living Coordinator.

REQUIREMENTS/EDUCATION:

1. Standard First Aid Certification/CPR-C.
2. Valid Vulnerable Sector Screening.
3. High Five, Principles of Healthy Child Development Certificate.
4. Full Attendance at Pre Camp Training (late Spring 2012).

PERSONS INTERESTED IN THE ABOVE AND/OR SUBSEQUENT VACANCIES ARE ASKED TO **SUBMIT AN APPLICATION AND RESUMÉ TO THE RECREATION & CULTURE DEPARTMENT:**

**1) FAX TO 905-832-8550; OR**
**2) EMAIL TO SeasonalRecJobs@vaughan.ca; OR**
**3) DROP OFF AT ANY COMMUNITY CENTRE**, "*ATTENTION: RECREATION SERVICES SUPERVISOR*".

APPLICATION FORMS AND INSTRUCTIONS ARE AVAILABLE ONLINE AT **www.vaughan.ca/SeasonalRecJobs**.

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