

## **This job is associated with Canada Summer Jobs Grant**

**Date: Jun 15, 2023 – Aug 5, 2023**

### **Day Camp Counsellor**

The summer day camp counsellor will help with the promotion and implementation of a summer day camp within the local community. The counsellor will share in the day-to-day responsibilities of running the day camp.

#### **Responsibilities:**

1. In collaboration with the Day Camp team:
  - Promote and Advertise the day camp in the local community
  - Implement the camp together with the other staff, counsellors, and volunteers
  
2. In collaboration with the Day Camp team:
  - Actively participate in delivering the Summer Day Camp
  - Go on Day Camp special events and/or outings
  - Greet and welcome all campers, staff and volunteers each day
  - Orient all campers to camp rules on first day
  - Remain visible and accessible to staff and campers
  - Daily cleanup of all program areas and the staff workspace
  - Attend Day Camp morning and afternoon circles
  
4. Meet daily with the Day Camp team to debrief, discuss and evaluate the success of the day camp.
  
5. Adhere to and support all camp policies and procedures as detailed in the Safety Manual.
  
6. Document all accidents/incidents and program concerns and report them to the Supervisor
  
7. Assume designated role as assigned by the Supervisor in the event of an emergency
  
8. Maintain high levels of staff morale and conduct by providing mentorship and support to campers and volunteers

#### **Other Duties: Trip Outings and First Aid**

- Supervise Trip Outings
- Tend to general first aid incidents and resultant documentation