

## TOWN OF NIVERVILLE

<i>Section</i> <b>Personnel</b>	<i>Classification</i> <b>Policy</b>
<i>Subject</i> <b>Summer Camp Leader Job Description</b>	<i>Pages</i> <b>4</b>
<i>Authority</i> <b>Recreation Programmer</b>	<i>Effective Date</i>
<i>Approved (date and resolution number)</i>	<i>Index Number</i>

<b>POSITION TITLE:</b>	<b>Summer Camp Leader Job Description</b>
<b>REPORTS TO:</b>	<b>Recreation Programmer</b>

*POSITION SUMMARY*

The Summer Camp Leader will facilitate the delivery of summer camp programming and assist if required in the little league soccer for the Town of Niverville. In collaboration with the Recreation Programmer, the Camp Leader will be responsible for planning, coordinating, and implementing all summer camp programs.

### *GENERAL ACCOUNTABILITIES*

1. **Programming.** The Summer Camp Leader shall:
  - Assist in camp planning and deliver the children’s summer camp programs which will include physical recreation, social recreation, artistic and group recreation, intellectual recreation, and audience entertainment based on identified needs.
  - Review and manage inventory.
  - Document/prepare reports on programs including an evaluation form.
  
2. **Implementation.** The Summer Camp Leader shall:
  - Ensure children are engaged throughout the duration of the program and adjusting as needed.
  - Care for and supervise children during the duration of the program.
  - Enforce camp rules, as set out by Niverville Recreation, and provide appropriate discipline, if needed.
  - Maintain a safe, respectful, and clean environment, while looking out for the well-being of each child.
  
3. **Volunteer Promotion.** The Summer Camp Leader shall:

- Pursue volunteers to assist with programs.
4. **Support Coach.** If requested by the Recreation Programmer, the Summer Camp Leader shall:
- serve as a coach for a Little League Soccer team.
5. **Promotion.** The Summer Camp Leader shall:
- Promote children's summer camp programs by marketing in local schools, neighbouring communities, Facebook etc.
6. **Other Duties.** The Summer Camp Leader shall:
- Perform other duties as assigned by the Recreation Programmer related to Recreational Programming and Town services.

### **KEY PERFORMANCE MEASURES**

- ✓ Service Quality, measured by community feedback and programming utilization.
- ✓ Operational Effectiveness, measured by alignment of program offerings with community demographic needs.

### **TECHNICAL COMPETENCIES**

- ✓ Post-secondary education in disciplines such as education, recreation, administrative management, leadership or human resource management will be considered an asset;
- ✓ Practical knowledge and experience in computer systems for business/recreation applications;
- ✓ First Aid/ CPR must be completed prior to employment.
- ✓ Must possess a valid Class 5 Manitoba driver's license.
- ✓ Child Abuse Registry Check must be completed prior to employment.
- ✓ Abilities in public speaking & interpersonal communication.
- ✓ Understanding of bookkeeping is an asset.

### **CORE COMPETENCIES**

- ✓ Integrity & Trust ..... Seen as a direct, truthful individual; widely trusted and adheres to a strong set of core values.
- ✓ Accountability ..... Understands the role of leadership; make oneself accountable to manager(s)/ supervisor(s) relating to one's work performance.
- ✓ Service Orientation ..... Demonstrates concern for meeting internal and external ratepayer needs in a manner that provides satisfaction for the ratepayer within the resources that can be made available.

### **BEHAVIOURAL COMPETENCIES**

- ✓ Communication Skills—Oral      Demonstrates the ability to speak thoughts and express ideas effectively in individual or group situations.
- ✓ Communication Skills--Written      Demonstrates the ability to express ideas, thought and concepts clearly in writing, using correct and appropriate grammar, organization and structure.
- ✓ Problem Solving .....      Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome.
- ✓ Action Oriented .....      Can be counted on to get things done.
- ✓ Self-Confidence.....      Belief in one's own ideas and capability to be successful; willingness to take an independent position in the face of opposition or conflicting ideas.
- ✓ Collaboration .....      Works cooperatively with others, inside and outside the organization, to accomplish objectives to build and maintain mutually-beneficial partnerships, leverage information, and achieve results.
- ✓ Delegation .....      Delegates responsibility and authority as appropriate.
- ✓ Innovation & Creativity ...      Develops new insights into situations and applies different and novel solutions to make improvements with services, methods, systems or ideas.
- ✓ Planning & Organizing .....      Is able to quickly identify what is important, establish priorities, creating work sequences in order to coordinate effort while maintaining work flow and meeting deadlines.

Note: The Little League Soccer is a Town program offered to kids ages 2 through 5 to experience “fun” socializing a kicking a ball around in a group setting. Recreation Programmer has a 6 week lesson/play plan for coaches. As a Town offered program, the cost of coaching is included in the budget for the Summer Camp Leader.