

TOWN OF NIVERVILLE

POSITION TITLE:	Camp Counsellor
REPORTS TO:	Supervisor of Recreation Camps & Programming
JOB TYPE:	Part-Time

POSITION SUMMARY

In collaboration with the Supervisor of Recreation Camps & Programming, the Camp Counsellor will be responsible for facilitating and implementing all summer camp programs and assisting as needed in the Little League Soccer program for the Town of Niverville.

GENERAL ACCOUNTABILITIES

1. Programming.

- 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.
- Provide feedback on camp activities and program plans to the Summer Camp Coordinator and Supervisor of Recreation Camps & Programming.
- Review and manage program supply inventory.
- Document/prepare reports on programs including incident report forms and satisfaction surveys.

2. Implementation.

- Follow camp plans including: preparing crafts and activities for participants, directing and delegating activities as outlined, attend scheduled field trips.
- Ensure children are engaged throughout the duration of the program and adjust 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.
- Properly clean up after camp programs including putting away camp supplies, wiping surfaces, sweeping, mopping, removal of garbage and waste and other general cleaning.

3. Support Coach.

- If requested by the Supervisor of Recreation Camps & Programming or the Summer Camp Counsellor shall serve as a coach for a Little League Soccer team.

4. Other Duties.

- Perform other duties as assigned by the Supervisor of Recreation Camps & Programming or the Director of Recreation & Wellness as it relates 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.

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: Little League Soccer is a rec soccer program designed to introduce young children to the joy of soccer while encouraging active play and teamwork. With age-appropriate drills and games, kids will develop basic skills, enhance coordination, and make new friends in a fun, supportive environment. Our focus is on fostering a love for the game and promoting physical activity, ensuring that every child has a great time on the field!