



**Department of Youth, Sport & Recreation**

**Counselor**

**Responsible to:** Supervisor and Assistant Supervisor

**Supervises:** N/A

**Position Summary:**

Summer camp counselors plans and organizes activities and supervises school aged-children during summer camp.

**Requirements:**

1. Must be **at least 18 years of age at the start of camp**; attending senior school/ college/ university and pursuing a qualification in a human related field with emphasis in education, recreation or supervision; or experience in a Summer Day Camp.
2. Processes high level of maturity and patience with a good moral character.
3. Desire and ability to work with children.
4. Knowledge of and/or desire to learn how to plan, and conduct recreational activities.
5. CPR and First Aid Certification
6. Security Vetting

**Duties and Responsibilities:**

1. Act as a positive role model for campers by exhibiting upbeat, cooperative and a friendly attitude at all times.
2. Develops plans, organizes and supervises engaging recreational activities with the assistance of the Assistant Supervisor so that campers' experience is seamless and positive.
3. Oversee the procurement of supplies and equipment required for camp activities.



**Department of Youth, Sport & Recreation**

4. Creates and maintains record of campers' personal information, attendance logs and incident reports.
5. Maintains order within camp premises and ensure the safety and welfare of campers.
6. Monitor campers to identify and respond to unruly behavior or deviations from camp guidelines
7. Escorts and monitors children to specialist activities and on field trips.
8. Collaborate with camp staff to develop and execute plans for daily activities
9. Establishes in conjunction with the Supervisor and Assistant Supervisor, camp regulations and guidelines necessary to maintain order within camp premises.
10. Established trust and rapport while maintaining a healthy boundary while interacting with campers.
11. Mediate disputes or conflicts between campers to ensure a peaceful environment.
12. Participates and provides attentive supervision during assigned activities such as; in singing, storytelling, and sporting activities, etc.
13. Conduct inspections to ensure camp environment is clean and free of hazard
14. Administer emergency safety procedures such as CPR and first aid as may be required
15. Lead campers in fire drills, as well as teach them emergency procedures and survival skills
16. Attends all meetings and training as required.
17. Assumes other responsibilities to benefit the program as assigned by the Supervisor and/or Assistant Supervisor.