



Updated March 2022

Department: Mid-Sun Summer Day Camps
Job Title: Day Camp Junior Leader – Part-time / Full-time; Contract
Reports To: Senior Leaders, Day Camp Coordinators

Job Goal:

To assist the Day Camp Coordinators and Senior Leaders in executing all programming required for our Summer Day Camps and provide supervision and active participation of the children attending our Summer Day Camps.

Duties and Responsibilities (including but not limited to):

- Help to execute program activities for Day Camp participants
 - Assist with set-up and preparation of Day Camp crafts, games and activities
 - Supervise Day Camp participants while ensuring their enjoyment and safety
 - Participate in games and activities
 - Lead each day with enthusiasm and excitement
 - Working knowledge of all Day Camp rules and procedures
 - Work collaboratively with Senior Leaders, Coordinators and Centre Management
 - Aid in set-up and clean-up of activities and facility
 - Administer first-aid when necessary
 - Attend all weekly meetings
 - Responsible for daily sign in/out of children and initial contact with parents
 - Communicates concerns or requests to management and other staff as needed
 - Communicates any safety or security concerns to management and other staff as needed
 - Meets with Canada Summer Jobs Grant Coordinators as needed
 - Knows and understands all internal and external Policies and Regulations at time of Camps
 - Reports daily to Day Camp Coordinators and Senior Leaders
 - Works as a Float staff to help with sanitization, kit set ups etc.
 - Other duties as required and/or requested
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Skills, Work Experience and Abilities:

- Experience working with children ages 5 - 12
- Program planning and evaluation skills
- Ability to work as a Team
- Exercise sound judgement and to manage ever changing priorities with minimal direction
- Excellent customer service skills
- Excellent communication skills: written, verbal and listening
- Well organized and detail oriented
- Neat presentation and ability to keep work areas orderly
- Reliable, courteous and punctual

Mid-Sun Community Association
50 Midpark Rise S.E. Calgary, AB T2X 1L7
Ph: (403)254-8058 www.midsun.org

- Have a great can-do attitude
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Desirable Qualifications:

- Considering or working towards a field geared towards working with Children such as Education, Early Childcare/Childhood Development, Healthcare etc. is preferential
 - High-Five Principles of Healthy Child Development-C Certification
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Requirements:

- One (1) year minimum experience as a Volunteer with Mid-Sun Day Camps, or a Leader in a similar day camp
 - Current certification in Standard First Aid & CPR Level C
 - Current Police Clearance and Vulnerable Sector check
 - Minimum age of 16
 - A Gmail account for communication and sharing of day camp information
 - Must be available for the entire weekends of June 18th and 25th including the Friday evening prior for Staff Training
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Schedule/Hours:

- Full-time hours (up to 40 hours) between the hours of 6:30am and 6:30pm, Monday to Friday beginning Monday, July 4th. The exact schedule will be determined closer to the date by the Day Camp Coordinators based on camp needs. Must be flexible with schedule.
 - End of Camp Clean-up – Leaders must be available to help with a complete clean-up of camps on Saturday, August 27th
 - Some additional hours on weeknights/weekends may be required and may extend past the end of the contract term
 - The Centre is closed all long weekends, and Statutory holidays
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Time off:

- A maximum absence of 1 week per leader will be considered, however it is not guaranteed as we must ensure coverage. Time off requests must be submitted to the Daycamp Coordinators by the deadline they provide.
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Wages:

- \$15.00/hour - \$15.25/hour dependant on experience
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Probation and Performance Evaluation:

- 3 month Probation period is in effect
- The Day Camp Junior Leader will be evaluated on a monthly basis by both Management and their peers. These evaluations will determine the eligibility of the Leader to return to the position for the following season

I, _____ have read the above job description and accept it as written.

Printed name

Signature

Date

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