

# THE TOWN OF ANTIGONISH

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Town of Antigonish Department of Recreation and Special Events

Antigonish Town Recreation is dedicated to providing sport, recreation and leisure activities for the citizens of Antigonish. The department concentrates on maximizing the Town's existing assets as well as building on its proud heritage and culture. To achieve their vision and with the available resources, the department will provide programs, services, facilities, plus advice and assistance to individuals, community groups and organizations.

Applications are being accepted for the position Summer Camp Leader. Reporting to the Coordinator of Summer Programs, this individual will be responsible for the safe delivery of summer camp programs. In addition, the leader will be expected to take an active role in special events such as Canada Day and any other events related to the Antigonish Town Recreation and Special Events Department.

Interested candidates submit your resume along with an accompanying cover letter by 12 noon, Friday April 13<sup>th</sup>, 2018, to:

Tricia Cameron at [tcameron@townofantigonish.ca](mailto:tcameron@townofantigonish.ca)

We thank all candidates for their interest however only those under consideration will be contacted.

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**Position: Summer Camp Leader**

**Status: Seasonal, Full-time – June 25<sup>th</sup> – August 17<sup>th</sup>, 2018**

**Department: Recreation**

**Reports to: The Director of Recreation and Special Events**

**Location: The Town of Antigonish**

**Pay Scale: \$10.85/Hour**

**Date of Description: February 7<sup>th</sup>, 2018**

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## **General Summary**

Reporting to the Coordinator of Summer Programs, this individual will be responsible for the safe delivery of summer camp programs. In addition, the leader will be expected to take an active role in special events such as Canada Day and any other events related to the Antigonish Town Recreation and Special Events Department.

## **Reporting Relationships**

Tricia Cameron, Director of Recreation and Special Events

## **Key Working Relationships**

Internal: Must have a good working relationship with the Supervisor of Summer Programs and the Town of Antigonish Safety Officer

External: Must have a good relationship with the camp participants, and parents/guardians when called upon.

## **Responsibilities/Accountabilities**

- Assists with the development of Summer Camp programs for children aged 5-12 years.
  1. Develop age-specific activity plans for theme weeks;
  2. Determine program supplies and equipment.
- Implement Summer Camp programs including leading recreational activities, arts and crafts, healthy living activities and field trips;
- Supervise and provide leadership for children participating in Summer Camps to ensure a safe and caring environment that promotes positive child development;
- Assist with set-up and clean-up of all activities;
- Enforces health and safety procedures;
- Assist with the planning and implementation of special events included in the summer programs;
- Other duties as required.

## **Qualifications**

### Education and Experience

- Must be a returning student
- Experience in leading children's programs
- Knowledge in program development
- Excellent Conflict Resolution skills

## **Competencies**

- ◆ Organized: Must have high level of organizational skills;
- ◆ Knowledge Base: Must have good Knowledge base of Recreation material;
- ◆ Must have exceptional work ethics and have the ability to prioritize tasks;
- ◆ Must have high Customer service standards.

## **Working Conditions and Physical Environment**

The majority of the work day will be spent in various locations as per the camp ie Oland Centre Pool, St Andrews Junior School, Antigonish Club 60. The employee may be asked to work specific weekends ie Canada Day or outside of the 9-4pm day ie Early and late drop off.

## **Special Requirements**

Employee must have:

- Current First Aid/CPR
- Recent Police check