

**Boys & Girls Clubs of Hamilton
Summer Camp Counsellor
(Job Description)**



Under the supervision of the Program Supervisor and the Assistant the Camp Counselor will plan and organize a Safe, Health, Recreational, Fun and educational Summer Camp Program.

SPECIFIC DUTIES:

- Assist in the development, implementation and coordination of creative, safe, healthy, educational camp activities for children ages 5-12 years old.
- Maintain a safe environment for the children at the base location as well as during transport and while participating in programs and on field trips.
- Supervise and provide a safe atmosphere for the participants. The child/ren safety is your main priority.
- Maintain and uphold the Boys and Girls Clubs of Hamilton Mission Statement and Core Values.
- Establish a positive rapport with the participants.
- Illustrate a positive role model at the highest level of professionalism. Your image is a reflection of our club.
- To be enthusiastic, creative in arts and crafts, active living activities, outdoor activities, trips, songs, etc...
- Maintain and upkeep the facility, both inside and outside.
- Always be 10min. early and ready for the shift.
- Properly set-up and clean up after use, any assigned or used areas, including the completion of any check list.
- Complete and update your time sheet prior to or after your shift.
- Inform Program Supervisor that you have completed your shift and responsibilities.
- Co-ordinate educational activities such as swimming, crafts, cooking classes etc...
- Always participate in all activities with the children.
- Perform an accurate head count.
- Administer first aid when necessary.
- Any other duties assigned by the Program Supervisor.

QUALIFICATIONS:

- Previous camp experience and/or ability to plan and coordinate indoor/outdoor programs for children ages 5-12 years old.
- **Must be a FULL TIME student**
- Demonstrated leadership and recreation skills.
- Skills in crafts, music, sports, games, arts, drama etc....
- Must be able to communicate effectively, both orally and written form.
- Must possess a valid First Aid Certificate
- Commitment to this position will include staff training, staff meetings and on-site attendance during camping season.

SCHEDULE: Monday to Friday from 9:00-5:00pm

START DATE: July 2, 2012 (9 weeks Camp Program)

END DATE: August 31st, 2012

RATE OF PAY \$10.25/hour (40 hours/week)