

# JOIN OUR TEAM!



## THE ROLE

### Recreation Camp Counsellor

This is a temporary full-time position at the County. The hourly compensation for this role is \$17.20.

## THE OPPORTUNITY

We are seeking a dynamic Recreation Camp Counsellor to join our Community Development & Partnerships team, to play a pivotal role in providing safe and exciting children programs at our various camp locations.

You will be responsible for the overall well-being, supervision and safety of children within County day camp programs. Your primary focus will be to actively provide programs that foster healthy child development, ensuring every participant has a positive and fulfilling experience.

If you are interested, please apply today to become an essential part of the Haldimand County team!

## THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Uniform Allowance
- Wellness Programs
- Safe & Friendly Work Culture
- Emotional & Team-Building Supports
- Career Growth
- Networking Opportunities



- Enrolled in high school or post-secondary.
- First Aid & PHCD Certifications.



- Some prior experience, preferably with children, is preferred.



- Interpersonal Communication
- Collaborative Skills
- Emotional Intelligence

## THE COUNTY

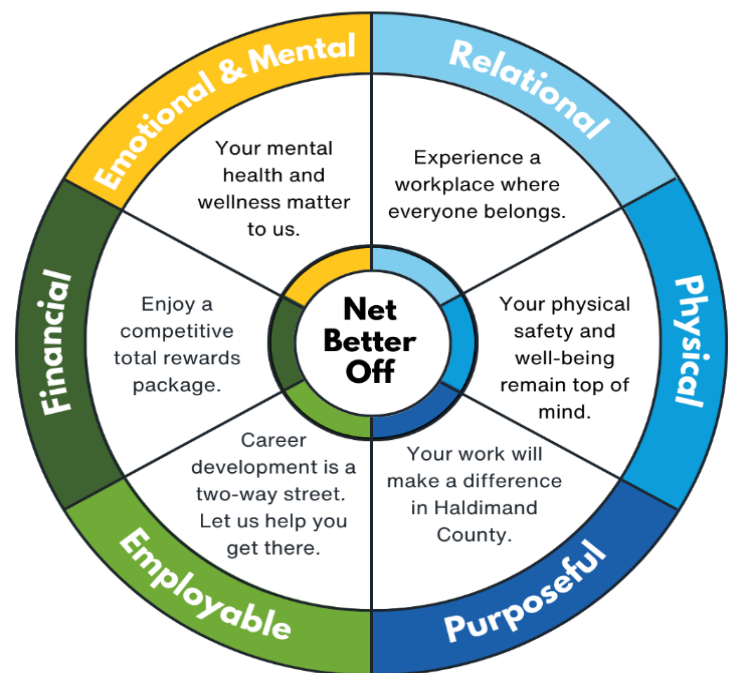
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our County stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding opportunity where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **January 31, 2025, at 4:30 p.m.** Visit our Careers page for more opportunities.



## JOB DESCRIPTION

### Recreation Camp Counsellor, Community Development & Partnerships

<p><b>POSTING PERIOD:</b> December 13 – January 31, 2025</p>	<p><b>Employer Group:</b> Non- Union</p> <p><b>Reporting To:</b></p> <ul style="list-style-type: none"> <li>• Supervisor, Community Programs &amp; Events</li> <li>• Community Recreation Programmer</li> </ul>
<p><b>Vacancy:</b> 35</p> <p><b>Grade:</b> Student 1</p> <p><b>Wage Range Per Hour:</b> \$17.20</p>	<p><b>Position Status:</b> Temporary Full-Time (3 month duration starting approximately June 23, 2025)</p> <p><b>Hours Worked Per Week:</b> Up to 40</p> <p><b>Location:</b> All Camp Locations</p>

#### CORE COMPETENCIES:

Interpersonal Communication | Collaborative Skills | Emotional Intelligence | Diversity & Cultural Intelligence

#### POSITION SUMMARY:

The Camp Counsellor role involves taking on responsibility for the well-being, supervision and safety of children and youth who are participants in County day camp programs. Their primary focus is on actively providing a program that is both safe and enjoyable, with an emphasis on promoting healthy child development. As a Caring Leader, the incumbent will ensure that every participant has a positive and fulfilling experience by remaining attentive to their individual needs and actively supporting their engagement in all activities.

#### QUALIFICATIONS, KNOWLEDGE & SKILLS:

##### Education

- Must be enrolled in secondary school (at least 15-years-old), community college or university, and returning to school in September on a full-time basis.
- Plus have the following certifications, which will remain valid for the entire duration of term of employment:
  - Current Standard First Aid,
  - High Five: Principles of Healthy Childhood Development (PHCD)
  - Lifesaving Society Safeguard (not required for March Break).

##### Experience

- Some prior experience, preferably with children, is preferred.
- Special consideration will be given to applicants with:
  - Experience working with children between the ages of 4-15 years of age.

##### Knowledge/Skills

- Demonstrated interest working with children.
- Must be resourceful, with knowledge of crafts, sports, music, games and other skills necessary in developing an interesting program, as well as be self-motivated and capable of working effectively with minimal supervision.
- Access to reliable transportation to and from work.
- Excellent verbal and written communication skills with the ability to give, obtain, seek clarification and/or

exchange routine information.

- Demonstrated initiative and ability to make decisions involving routine tasks, within established procedures.
- Demonstrated ability to work independently with complex tasks requiring some supervision.
- Demonstrated ability to exercise significant discretion and sensitivity involving occasional access to confidential data.
- Demonstrated analytical and problem-solving skills involving occasional ingenuity and minor refinement of procedures when necessary.
- Demonstrated capability to provide orientation or technical guidance, as needed.
- Organizational skills, with conscientiousness to avoid errors, and ability to meet deadlines.
- Technology Aptitude:
  - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness of best practices.
  - Beginners knowledge of MS Office (Word, Excel, Outlook, PowerPoint).
  - Special consideration will be given to applicants with experience in the following:
    - Worktech (Pearl) timesheet entry

## **RESPONSIBILITIES:**

**The incumbent's responsibilities include, but are not limited to:**

### People

- Actively lead the participants in the camp program.
- Ensure the safety of the participants by incorporating safe activities and monitoring the behaviours demonstrated by participants.
- Communicate with the Camp Lead to discuss program concerns and behavioural issues. Assist in the development of an action plan to ensure these are dealt with in a timely manner.
- Assist the volunteers in the program by being a positive role model.
- Using a courteous, respectful and professional approach, communicate and interact with parents/caregivers on a daily basis to ensure they are aware of their child's accomplishments and situations or concerns that may have arisen during the program. Ensure parents/caregivers are informed of any upcoming events and are provided with additional instruction/requirements as needed.

### Functional

- Daily Operations:
  - Assist with the on-site preparation and implementation of activities for the participant, engage actively in games, songs, crafts and activities with participants and fellow staff.
  - Foster healthy child development by celebrating the diversity and uniqueness of each child through play, skill development, friendship and participation while being a caring adult.
  - Responsible for reporting to work as scheduled; all schedule change requests must be approved in advance.
  - Arrive promptly for all scheduled activities.
  - Attend and participate in all mandatory staff training sessions.
  - Ensure camp rules are followed.
  - Assist with set-up and clean-up of the camp location, ensuring the cleanliness of the equipment and facility (meeting space/washrooms/outdoor spaces).
- Records and Reporting:
  - Ensure that all records and reports are kept confidential and maintained throughout the duration of camp. Forms are to be completed professionally and with accuracy (i.e. first aid documentation, incident/accident forms, sign in/out forms, etc.) and provided to the appropriate supervisor, as required.
  - Report any supply or equipment needs to the Camp Lead, Camp Coordinator and appropriate supervisor, as required.
  - Ensure all required payroll information is completed accurately and is submitted on time.
- Health & Safety:
  - Ensure a safe environment exists for all participants utilizing the programs by conducting safety checks on sites and equipment.
  - Administer First Aid, as required.

Demonstrate commitment to the Haldimand County code of conduct.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

**POSITION REQUIREMENT(S):**

A Current (within the past 6 months) Police Check	OPP LE 220 (18+)
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**WORKING CONDITION(S):**

- Hours of Work: Monday – Friday, 8:30 – 4:30pm, with extended care as needed from 7:30am – 8:30 am and/or 4:30 – 5:30pm

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.