



## **JOB DESCRIPTION**

**March Break Camp Instructors  
Parks, Recreation & Culture  
Position Codes: PRCDCC/PRCDCL**

### **POSITION SUMMARY:**

Camp Instructors will participate in all camp activities, and will be required to provide supervision, leadership, and a safe environment for all camp participants.

### **REPORTING RELATIONSHIPS:**

**Reports To:** Active Community Coordinator

### **KEY WORKING RELATIONSHIPS:**

- Internal:**
- Parks Recreation and Culture Department
  - Other Town Departments
- External:**
- Community Groups and Organizations

### **ACTIVITIES, DUTIES AND TASKS:**

- Follow and adhere to the administrative policies and procedures as outlined by the Parks Recreation and Culture Department;
- Assist in the preparation of the March Break day camp program;
- Participate in the marketing of the March Break day camp program;
- Administer First Aid as required;
- Provide supervision, leadership and direction to all participants;
- Provide guidance and instruction for the prevention of potential accidents to all participants;
- Control and maintain camp equipment, first aid supplies and facilities;
- Participate in training opportunities;
- To perform administrative tasks i.e. daily reports, safety checks, incident and accident reports;
- Other duties as maybe required within the scope of this position.

## **QUALIFICATIONS, CERTIFICATES AND EXPERIENCE**

- Current Standard First Aid and CPR
- High Five (preferred)
- Be in good physical condition
- A sincere interest in childhood development. Experience working with children is essential

## **WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:**

- Physically demanding;
- Outdoor environment;
- Provide Criminal Records Check