



JOB Posting – Reference # 2024-02:

Job Title: Camp Supervisor Lead

Start Date: May 21, 2024

End Date: August 28, 2024

Preferred Level of Education: Currently enrolled in post-secondary studies

Hourly Wage: \$18.86

Number of Weeks: 14 weeks

Number of Hours per Week: 35 to 40 hours depending on breaks

Applicants contact: andrew@ccah.ca

Role Overview

The Canadian Caribbean Association of Halton is a Black-lead organization seeking energetic leaders to supervise and oversee the Summer Day Camp at the Queen Elizabeth Park Community and Cultural Centre. The Camp Supervisor Lead will be responsible for supporting the team of summer camp counsellors along with assisting in the implementation and facilitation of the camp. The main duties involve providing a front-line service, ensuring program quality, and onsite safety and facility maintenance. The successful Camp Supervisor Lead will be responsible for monitoring the day camp program through counsellors, volunteers, and participants while ensuring a safe, exciting, fun, and culturally sensitive, environment for the campers.

Responsibilities

The Camp Supervisor Lead will be required to:

- Support the Camp Coordinator with supervising staffing team of 3-5 summer camp counsellors
- Lead daily meetings with the team of counsellors
- Report to Camp Coordinator and provide regular updates
- Notify Camp Coordinator of emergencies and behaviour management issues
- Manage, recruit and delegate volunteers
- Act as a liaison with the parents, facility staff, and other third-party individuals
- Monitor and supervise weekly field trips
- Support the Camp Coordinator with the daily operation of camp programming
- Act as a knowledgeable resource and on-site program representative
- Adapt daily programs or activities based on the needs of the group and other factors
- Manage change and assist counsellors to overcome challenges
- Empower campers to develop a strong sense of self and a positive cultural identity
- Create a fun, enjoyable, culturally sensitive, inclusive, and safe environment for all campers
- Prioritize child well-being, safety and protection throughout the camp
- Evaluate situations for potential risks to the safety, protection and well-being of campers and staff, proactively taking mitigating actions to address such risks
- Promote participation and encourage teamwork amongst camp counsellors
- Handle staff and camper concerns and communicate with parents and Camp Coordinator
- Maintain accurate program records, including incident reports, logbook documentation, and daily attendance

- Notify Camp Coordinator of emergencies and behaviour management issues
- Know, enforce, and follow all safety guidelines associated with the camp program, including always knowing the whereabouts of your staff and campers
- Ensure cleanliness and physical safety while at the Queen Elizabeth Park Community and Cultural Center and other facilities during weekly field trips
- Generate awareness of other CCAH summer programs and initiatives
- Respond to first aid incidents
- Support and promote the HIGH FIVE "Principles of Healthy Child Development" (PHCD)
- Follow and implement all Health and Safety regulations, COVID-19 Protocols (if applicable), and Public Health Guidelines
- Ensure staff has the necessary PPE, materials, and supplies required for a safe and effective program

Qualifications

- Currently enrolled in post-secondary studies
- Previous experience in a supervisor position
- Demonstrates strong leadership and supervisor ability
- Excellent communication, administrative, and organization skills
- Sensitivity to people from different socio-economic backgrounds
- Experience with working with children with behavioural concerns
- Ability to work independently and in a team environment
- Strong problem-solving and skills and mediation skills
- Demonstrates reliability, honesty, and integrity
- First Aid and CPR training are required *
- HIGH FIVE "Principles of Healthy Child Development" is required *
- Swimming and comfort in the water is an asset
- Criminal reference and vulnerable sector screening dated within 30 days is required

* The training is mandatory and will be provided if not already certified

Closing Date

Submit cover letter and resume to andrew@ccah.ca quoting **Reference # 2024-02** by **Friday, March 22, 2024**.