

Job Title: Camp Supervisor	Hourly Wage: \$19.74
Start Date: June 2, 2025	Number of Weeks: 13
End Date: August 29, 2025	Number of Hours per Week: 37.5-40
Preferred Level of Education: Currently enrolled in Post-secondary studies	Applicant contact: <a href="mailto:dionne@ccah.ca">dionne@ccah.ca</a>

## 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 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 will be responsible for building and monitoring the day camp program through Camp Counsellors, Leaders-in-Training volunteers, and external presenters while ensuring a safe, exciting, fun, and culturally sensitive, environment for the campers.

## Responsibilities

The Camp Supervisor will be required to:

- Support the Camp Coordinator with supervising staffing team of 4 full-time and 4 part-time summer Camp Counsellors
- Lead daily meetings with the team of Camp Counsellors
- Report to Camp Coordinator and provide regular updates
- Notify Camp Coordinator of emergencies and behaviour management issues
- Manage, recruit and delegate Leaders-in-Training volunteers
- Manage, recruit and schedule external cultural presenters
- 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
- 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 Secondary or Post-secondary studies
- Previous experience in a supervisor position is an asset
- Previous experience in a leadership position with children
- Strong leadership abilities and organizational abilities
- Excellent communication skills and administrative skills
- Sensitivity to people from different socio-economic backgrounds
- Abilities to work in a collaborative team environment
- Experience with working with children with behavioural concerns is an asset
- Strong problem-solving and skills and mediation skills
- Demonstrate excellent listening skills and patience
- First Aid and CPR-C 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 [dionne@ccah.ca](mailto:dionne@ccah.ca) by **Friday, March 21, 2025**.