



# The Corporation of the Town of Cobourg

## Day Camp Lead Summer Student

The Corporation of the Town of Cobourg is looking for qualified candidates to fill the role of Day Camp Lead for the summer of 2020.

The Day Camp Lead will be a key member of the Town of Cobourg's nine week day camp. The Day Camp Lead will work directly with the Recreation Coordinator to support the coordination, direction, overseeing and supervision of camps and/or facility locations; ensuring compliance with **HIGH FIVE standards**, the Health and Safety Regulations; and Municipal Policies and Procedures.

### Responsibilities:

- Directs and oversees the development of camp program plans and schedules
- Coordinates and directs all facility and location pre-camp set-up and post-camp clean-up/take down
- Coordinates and assigns staff to camper groups.
- Performs administrative tasks to support the program.
- Develops and distributes resources to assist staff with their programs.
- Takes action to deal with incidents, problems and emergencies and parent concerns as outlined in the Town of Cobourg camp training manual.
- Interacts with parents/caregivers, staff, participants and community members to provide program information and to represent the Town of Cobourg.
- Ensures supplies and equipment are ordered and maintained in a safe working condition.
- Assists with the integration and support of campers with special needs.
- Attends and participates in meetings and training sessions as required.

### Required Skills and Qualifications:

- Must be returning to full time studies in fall of 2020
- Must have or be willing to obtain prior to hire First Aid/CPR Certification
- Must obtain a Satisfactory Police Record Check upon employment
- Must have a valid Ontario Class "G" Driver's license and use of a properly insured automobile.
- Ability to direct staff

### Working Conditions:

- Indoor and Outdoor. Maybe be required to lift up to 15 kg on a consistent basis. Expectation to be standing and active physical participation within the camp environment up to 75% of each shift.
- Monday through Friday – 40 hours per week. Various shift start times of 7:30am, 8:30am and 9:30am on a rotating basis.

### Working Relationships:

- Internal: Other Community Services, Facilities, Parks or other Town of Cobourg Staff & Management
- External: Regular and consistent interaction with parents and the public at large. Expectation to act responsibly and professionally as a representative of the Town of Cobourg.

**Wage:** The hourly wage for this \$14/hr.

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Interested applicants should forward their resume in confidence no later than January 27 at 12 noon to the attention of:

**Human Resources Department**

Corporation of the Town of Cobourg  
55 King Street West  
Cobourg, ON  
K9A 2M2

Fax: (905) 372-8819  
Email: [careers@cobourg.ca](mailto:careers@cobourg.ca)

**\*\*Note all summer student positions are subject to budget approval and will only be hired if approved in the 2020 budget\*\***

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.