

Day Camp Leader

Yarmouth Recreation provides recreation programming and services for the residents of both the Town of Yarmouth and the Municipality of Yarmouth. Yarmouth Recreation is given direction and recommendations from the Recreation Committee. Yarmouth Recreation continuously strives to improve the quality and condition of our facilities, increase the availability of recreation and leisure programming for area residents, and ensure optimal customer service.

Yarmouth Recreation is searching for a dynamic, organized and energetic individual to assist in the coordination and facilitation of summer day camp programs. Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community well-being.

Job Description

Day Camp Leaders will be responsible for providing supervision to program participants. A Day Camp Leader will be responsible for the implementation of planned daily activities for children ages 4-8, 9-11, and 12-15. The Leader will identify and confirm all safety requirements for each activity. Leaders will interact with parents/guardians and participants on a regular basis, and ensure they are engaging, participating, and creating an inclusive, welcoming, and accessible program. Leaders will report to Day Camp Coordinators under the direct supervision of the Community Recreation Coordinator.

Desired Experience and Education

- Completed or enrolled in High School or equivalency.
- Previous experience working with children.
- First Aid CPR Level C is an asset.
- Cheerful, reliable and customer service oriented when working alone or within our team.
- Experience working with persons living with differing abilities is an asset.
- Must have a valid Nova Scotia driver's license and access to a vehicle.
- Must be able to lift 30lbs for equipment transfer and set up (adaptions will be accepted).
- Experience managing teams, coaching, work in small groups.
- Experience planning and organizing daily activities with youth, children and teens.
- Experience with program promotion, marketing and social media campaigns.

Responsibilities and Duties

- Provide adequate supervision of participants at all times.
- Organize activities (games, crafts, etc.) on a daily basis.
- Maintain excellent customer relations with parents, children, special guests, etc.
- Ensure the program is safe and enjoyable for all participants.
- Ensure the work area is kept clean and tidy and report any maintenance issues immediately to the Day Camp Coordinator.
- Interact with the participants during scheduled activities.
- Maintain appropriate behavior at all times while on duty.
- Follow safety guidelines and policies.
- Report all problems, concerns, criticisms, and compliments to the Community Recreation Coordinator
- Work as a team with other staff during the program and special events.
- Attend all day camps for their duration, ensure that all activities are carried out in safe and proper manner.
- Attend staff meetings,
- Follow policies and procedures set forth by the recreation department.
- Ensure all waivers and forms are completed prior to the start of a program.
- Handle cash payments and maintain up to date records for the participants of each program.
- Ensuring that all activities are carried out at the highest standard.
- Ensuring the safety of all activities and their participants.
- Ensuring first aid kit is ready and available at all times.
- Reporting any problems, concerns, criticisms, and compliments to the Community Recreation Coordinator.

The Day Camp Leader will be responsible to perform all duties as listed and other duties as requested by the Community Recreation Coordinator and/or Director of Yarmouth Recreation.

