

## DAY CAMP SUPERVISOR

### Job Description

Reporting to the Communications and Education Specialist, the Day Camp Supervisor is responsible for planning, coordinating, and delivering the Grey Sauble Day Camp, as well as supervising staff and volunteers. The Grey Sauble Day Camp provides programming for approximately 20 campers per day between the ages of 7 and 11.

Please note: this position is dependent on funding and will only be filled if the budget allows.

### This position will include, but is not limited to:

- Developing programming for Day Camp and updating programming manual to be used by staff and volunteers.
- Updating and implementing safety procedure checklists.
- Conducting inventory and arranging the necessary materials and equipment for games, crafts, and outdoor/indoor activities.
- Providing training opportunities and supervising day camp staff and volunteers.
- Taking a lead role in the operation of the Grey Sauble Day Camp, including planning and implementing games, crafts, and outdoor activities with the campers (giving clear instructions, rules, boundaries, and resolving disputes).
- Ensuring a safe environment for campers, day camp staff, and volunteers, which includes the implementation of safety procedures.
- Providing lead supervision during outdoor and indoor activities, bus trips, and swimming excursions.
- Maintaining open and effective communication with parents of campers.
- Using Day Camp software to track attendance.
- Filing and ensuring completeness of medical and emergency documentation for campers.
- Maintaining clear communication with the Communications and Education Specialist, and other GSCA staff as needed, regarding daily schedules and Day Camp operations.
- Ensuring service excellence.

### Skills and Experience:

- Minimum of two (2) years camp programming or related child/youth programming experience.
- Experience working with children ages 7 – 11.
- Strong leadership, organizational, communication and conflict resolution skills.
- Highly motivated with the ability to take initiative.

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#### Member Municipalities

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula

- Able to adapt to changing environments and situations with quick thinking and decision-making abilities.
- Ability to provide direction to day camp staff and volunteers with minimal supervision.
- Enrollment or completion of an applicable post-secondary program is an asset.
- Knowledge of the natural environment is an asset.
- Valid Standard First Aid and CPR-C with the ability to perform First Aid procedures if necessary.
- Valid Ontario Class G Driver's License with clean driving abstract.
- Vulnerable Sector Check with results satisfactory to Grey Sauble Conservation.

**Full Time:** Approximately 42.5 hours/week

**Employment:** July 2, 2024 – August 30, 2024 (Monday – Friday). Training days in June TBD.

**Working Conditions:** Primarily works outdoors at the GSCA Administration Centre and other outdoor settings with frequent exposure to various weather conditions.

**Wage:** \$24.41/hour

**Application Deadline:** Applications will be received until the position is filled. Please submit your resume/cover letter as soon as possible.

**Forward resume and cover letter to:**

Grey Sauble Conservation Authority  
237897 Inglis Falls Road  
Owen Sound, ON N4K 5N6  
[jobs@greysauble.on.ca](mailto:jobs@greysauble.on.ca)

**Please quote “Day Camp Supervisor” on resume/cover letter. Resumes/cover letters submitted electronically must be submitted as one PDF document.**

We thank all applicants for their interest. However, only those selected for an interview will be contacted. No phone calls please. Late applications will not be considered.

GSCA is an Equal Opportunity Employer. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), GSCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability-related accommodations, please inform GSCA Administrative staff. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act