



Job Description

Camp Supervisor

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Head Recreation & Fitness Leader, Assistant Recreation Supervisor or Jr Recreation Supervisor dependent on location.

TITLE OF IMMEDIATE SUBORDINATES: Camp Leader, Camp Monitor

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

Under the general direction of the Recreation Services Supervisor or designate, the Camp Supervisor is responsible for the supervision and instruction of summer camp programs. The employee is responsible for the program execution, general safety and overall enjoyment of the patrons attending the program as well as coordination of daily program operations, including customer relations. The Camp Supervisor is responsible for managing potential safety risks and ensuring all equipment and first aid kits are ready for program operation. Additionally, the Camp Supervisor is expected to provide mentorship to junior staff.

Success in this position requires a high degree of flexibility and an ability to work varying schedules to meet operational requirements.

ROLE AND RESPONSIBILITIES:

1. Ensure designated areas are free of hazards and are safe to operate on a daily basis
2. Role model appropriate behavior and use appropriate language at all time.
3. Mentor and provide guidance to junior staff regarding patron interactions and customer service.
4. Enforce BC Work Safe and Occupational Health & Safety Guidelines at all times
5. Do a daily inspection of the emergency equipment to ensure all is in place and in good order prior to program start
6. Provide first aid when needed
7. Fill out all Incident or First Aid Reports and provide reports to the Recreation Supervisor as soon as possible
8. Provide a fun, inclusive and non-competitive environment for patrons. Build rapport and meaningful relationships with patrons during programs
9. Coordinate planning sessions with junior staff when needed
10. Plan program activities based on program descriptions provided by the Recreation Programmer.
11. Ensure all required equipment and resources are ready for programming each day
12. Communicate to the Recreation Services Supervisor, or designate, any resources, training, equipment replacement, equipment purchases or supplies needed to deliver recreation services in an innovative and developmentally appropriate environment. Provide research regarding new trends in recreation to ensure

programs are high quality whenever possible

13. Setup and take-down of program equipment each day
14. Coordinate program participant list with customer service representatives
15. Ensure all participants are registered and/or have paid drop-in fees prior to program start. Communicate registration challenges with customer service representatives or your immediate supervisors if required
16. Ensure all participants have filled out required emergency consent and liability forms prior to program start
17. Check wristbands if applicable or maintain attendance reports when required
18. Communicate behavior concerns with parent/guardian of children in the program in a positive format. Fill out Incident reports when needed and discuss with supervisor as soon as possible
19. Provide a high level of understanding to all patrons with program concerns and feedback. Use positive behavior management styles to deal with challenging patron behaviors and communication exchanges
20. Bring customer concerns, ideas and suggestions to the Recreation Programmer to improve overall program services
21. Remain flexible and willing to learn new skills
22. Communicate via email, phone and in person with co-workers and supervisor
23. Attend staff meetings and in services as scheduled

REQUIRED QUALIFICATIONS

- Standard First Aid & CPR-C
- Valid B.C. Drivers License and satisfactory driving record
- Experience working with people of all ages in sports or recreation programs.
- National Coaching Certificate Program certificate, recreation leadership training, i.e High Five or other Sport For Life program certificate would be considered an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and proven skills building relationships with patrons and dealing with behavior management both with children and parents/adults.
- Strong verbal and written communication skills
- Excellent customer service and public relation skills
- Independent decision-making, problem solving and analytical skills
- Strong leadership skills
- Ability to work well in a team
- A high level of creativity and flexibility

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date



Job Description

Camp Leader

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Camp Supervisor

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

Under the direction of the Recreation Services Supervisor or designate, the Camp Leader is responsible for the supervision and instruction of recreation sport and leisure programs. The employee is responsible for the program planning, general safety and overall enjoyment of the participants attending the program.

ROLE AND RESPONSIBILITIES:

As a member of the Recreation team, responsibilities include, but are not limited to:

1. Ensure designated areas are free of hazards and are safe to operate on a daily basis.
2. Role model appropriate behavior and use appropriate language at all times.
3. Enforce BC Work Safe and Occupational Health & Safety Guidelines at all times.
4. Do a daily safety inspection of the emergency equipment to ensure all is in place and in good order prior to program start.
5. Provide and/or assist with first aid when needed following all emergency response guidelines.
6. Fill out all Incident or First Aid Reports and provide reports to the Supervisor as soon as possible.
7. Provide a fun, inclusive and non-competitive environment for patrons. Build rapport and meaningful relationships with participants during programs.
8. Plan programs activities based on program descriptions provided by the Programmer keeping plans developmentally appropriate, planning for participant fun and success.
9. Communicate to the Programmer any resources, training, equipment replacement, equipment purchases or supplies needed to deliver recreation services in an innovative and developmentally appropriate environment.
10. Setup and take-down of program equipment each day.
11. Ensure all participants are registered and/or have paid drop-in fees.
12. Check wristbands if applicable or maintain attendance reports.
13. Communicate behavior concerns with parent/guardian of children in the program in a positive format. Fill out Incident reports when needed and discuss with supervisor as soon as possible.

14. Provide a high level of understanding to all patrons with program concerns and feedback. Use positive behavior management styles to deal with challenging patron behaviors and communication exchanges.
15. Bring customer concerns, ideas and suggestions to the Supervisor to improve overall program services.
16. Remain flexible – willing to learn new skills.
17. Communicate via email, phone and in person with co-workers and supervisor.
18. Attend staff meetings and in-services as scheduled.

REQUIRED QUALIFICATIONS:

- Current Standard First Aid and CPR-C.
- Strong verbal communication skills, including excellent customer service skills.
- Proficiency and confidence in working with children 0 – 18 years of age.
- Satisfactory Criminal Record.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Skills, expertise and experience leading recreational sport programs, inclusive games and/or arts and cultural programs.
- Ability to demonstrate program planning skills and behavior management strategies.
- Ability to problem solve and adjust plans to meet current situation.
- Ability to work independently.
- Community coaching certification, early childhood credits or certification, education or other training/certification that would provide knowledge regarding ages and physical and cognitive developmental stages. Ex. High 5 PHCD, Play to Learn
- Ability to lift up to 50 lbs.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name	Employee Signature	Date
Employer Representative Name	Employer Representative Signature	Date



Job Description

Camp Monitor

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Camp Leader or Camp Supervisor

TITLE OF IMMEDIATE SUBORDINATES: n/a

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

Under the direction of the Recreation Services Supervisor or designate, the Camp Monitor is responsible for supporting peers in the delivery of a variety of recreational programs to patrons of all age groups. The employee is responsible for participating in all program activities, following through with directions provided by program supervisors and providing general safety and overall enjoyment of the participants attending the program.

ROLE AND RESPONSIBILITIES:

Responsibilities include, but are not limited to:

1. Actively participate with set-up and take down of program equipment
2. Ensure a high level of safety for patrons attending the program
3. Enforce safety guidelines and communicate guidelines to participants if behaviors need to be redirected.
4. Provide a fun, inclusive and non-competitive environment for participants.
5. Provide high level customer service and attend to patron needs during all scheduled program shifts.
6. Follow all recreation facility and RDCK operating guidelines.
7. Follow the program plans and program operating guidelines provided by supervisors during all scheduled shifts.
8. Communicate program issues or incidents concerning patron behaviors with supervisors to ensure follow-up is provided.
9. Use only positive behavior management styles to deal with challenging patron behaviors during programs. Follow guidelines provided in the program operation guidelines.
10. Be prepared to lead games and program activities with based on program guidelines and descriptions.
11. Provide and/or assist with First Aid when needed following all emergency response guidelines.
12. Communication feedback from patrons to supervisors.

13. Problem solve program operations to prevent accidents and provide excellent customer service.
14. Be dressed appropriately for all planned activities.
15. Be willing to learn and receive feedback from senior recreation staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong verbal communication skills; including excellent customer service and public relation skills
- Able to lift up to 50 lbs.
- Ability to work and problem solve
- Friendly and willing to work with a variety of people of all age groups.
- Current Standard First Aid and CPR-C
- Satisfactory Criminal Record

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date